Fairfield Public Schools

Fairfield, Connecticut

Board of Education
Policy Guide
and
Administrative Regulations

August 2004

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Please NOTE: Whenever used in the Policy Guide, Administrative Regulations, or By-Laws the masculine gender will include the feminine gender and the singular will include the plural unless the context indicates otherwise.

Missions, Goals, Objectives Series 0000

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Missions, Goals, Objectives

PHILOSOPHY OF EDUCATION 0000

The Fairfield Board of Education's educational philosophy is based upon the concepts of a democratic society. This philosophy recognizes, respects, and promotes the dignity and worth of the individual.

The Board believes that education should provide for the intellectual, ethical, physical, emotional, and social growth of all students. An appropriately rigorous course of studies pursued in an orderly, courteous atmosphere shall allow students to develop their full potentialities and an understanding of their rights and responsibilities as students and as members of society.

The curriculum offered to all students in the basic disciplines and the arts, at all levels, should be rich, stimulating, and challenging.

It shall be the instructional philosophy of the Fairfield Public Schools to utilize, whenever possible, an approach to teaching and learning which requires staff to recognize the individual student's specific learning needs and then provide instructional activities which are designed to meet those individual needs.

Legal Reference: Connecticut General Statutes 10-220 Duties of boards of education

Approved 8/27/04

Missions, Goals, Objectives

CODE OF ETHICS 0050

The success of every school system depends on an effective working relationship between the Board of Education and Superintendent of Schools. This code incorporates those standards and responsibilities most critical to productive Board and Superintendent relations.

- Board members and Superintendents ensure the opportunity for high-quality education for every student and make the well being of students the fundamental goal of all decision-making and actions.

- Board members and Superintendents are staunch advocates of high-quality, free public education for all Connecticut children.

- Board members and Superintendents honor all national, state, and local laws and regulations pertaining to education and public agencies.

- Board members and Superintendents recognize that clear and appropriate communications are key to the successful operation of the school district.

- Board members and Superintendents will always carry out their respective roles with the highest levels of professionalism, honesty, and integrity.

- Board members recognize that they represent the entire community and that they must ensure that the community remains fully informed on school-related matters.

- Superintendents and Board members recognize that the Superintendent serves as the Board of Education's agent and will, in that role, faithfully apply the policies and contracts adopted by the Board.

- Board members adhere to the principle that they shall confine the Board's role to policy-making, planning, and appraisal while the Superintendent shall implement the Board's policies.

- Board members and Superintendents both recognize that they serve as a part of an educational team with mutual respect, trust, civility, and regard for each other's respective roles and responsibilities.

- Board members are committed to the concept that the strength of the Superintendent is in being the educational leader of the school district.

- Board members and Superintendents practice and promote ethical behavior in the boardroom as a model for all district employees.

Missions, Goals, Objectives

CODE OF ETHICS (continued) **0050**

- Board members and Superintendents consider and decide all issues fairly and without bias.

Approved 8/27/04

Missions, Goals, Objectives

SCHOOL DISTRICT LEGAL STATUS 0051

The United States Constitution leaves to the individual states the responsibility for public education. The Constitution of the State of Connecticut requires the Legislature to establish and maintain a system of free public schools open to all children of the State. To carry out this mandate, the Legislature has provided for local Boards of Education with broad powers and the responsibility to carry out the educational interests of the State.

The unit of local school management and control is the Board. State Statutes designate the Town as a school district and, thus, the geographical limits and boundaries of the Town are also the territorial limits and boundaries of the Fairfield Public School District.

Legal Reference: United States Constitution Tenth Amendment
Connecticut State Constitution Article VIII, Sec. 1
Connecticut General Statutes 10-1 et seq. i
Connecticut General Statutes 10-240 et seq.

Approved 8/27/04

Missions, Goals, Objectives **0100**

Fairfield Public Schools' Mission

The mission of the Fairfield Public Schools is to inspire students to acquire the knowledge and skills needed to be life-long learners, responsible citizens and successful participants in an ever-changing global society by providing, in partnership with families and community, a comprehensive, rigorous educational program.

BELIEFS

- We believe all individuals can learn.
- We believe high expectations drive high achievement.
- We believe family and community, in partnership, play an essential role in the development and education of a child.
- We believe kindness, respect and compassion enhance life and improve performance.
- We believe that growth occurs when independent thinking, creativity and appropriate risk taking are encouraged.
- We believe valuing and nurturing diversity promotes learning.
- We believe everyone has the ability and responsibility to make a positive difference.
- We believe that positive self image is built through high expectations, honesty and accomplishments.
- We believe that knowledge and skills acquired should be relevant and adaptable for life long learning.
- We believe all students should have equitable access to educational opportunities.
- We believe in promoting a healthy life.
- We believe that collaboration and commitment promote the common good.

Approved 8/27/04
Revised and Approved 9/23/2008

Missions, Goals, Objectives

LONG-TERM GOAL 0110

Sustain the continuing improvement of the Fairfield Public Schools so that they will continue to rank with the best in the nation.

Approved 8/27/04

Missions, Goals, Objectives

EQUIVALENCE OF RESOURCES AMONG THE SCHOOLS 0120

It is the policy of the Fairfield Board of Education to ensure equivalence among schools in teachers, administrators, and other staff, and in the provision of curriculum materials and instructional supplies.

CREF 5550 and 6213

Approved 8/27/04

Mission, Goals, Objectives

EDUCATIONAL GOALS 0200

Preamble

The ultimate goal of a school system is to promote the positive development of students so they can be productive members and shapers of a democratic society. Toward this end, the Board of Education and staff of the Fairfield Public Schools are committed to make all reasonable efforts to create an environment that will help each student achieve the goals listed below.

Goal One: Motivation to Learn

Students will adopt the high expectations of their parent or guardian, teachers, and society. Fairfield Public School students will:

- develop a personal identity;
- develop self-understanding and a positive self-concept;
- understand and strive to fulfill their own personal aspirations;
- develop positive feelings of self-worth and pride which contribute to self-reliance, responsible behavior, and personal growth, health, and safety;
- demonstrate strong motivational and persistence to learn;
- exhibit an inquisitive attitude, open-mindedness, and curiosity; and
- take responsibility for their own learning.

Goal Two: Mastery of the Basic Skills

Proficiency in the basic skills is essential for acquiring knowledge and for lifelong success in our society. Fairfield Public School students will:

- learn to communicate effectively in speech and writing;
- listen, view, and read with understanding;
- acquire knowledge of and ability in mathematics;
- demonstrate skills necessary to locate and use information effectively;
- demonstrate decision-making, reasoning, and problem-solving skills alone and in groups;
- demonstrate appropriate study skills; and
- acquire skills necessary for lifelong learning.

Mission, Goals, Objectives

EDUCATIONAL GOALS (continued) **0200**

Goal Three: Acquisition of Knowledge

Acquiring knowledge leads to an educated mind and contributes to responsible citizenship. Fairfield Public School students will:

- acquire the knowledge of science and technology, mathematics, language arts, history, social science, the visual and performing arts, and literature and foreign languages and understand connections among these disciplines;
- acquire the knowledge necessary to use computers and other technologies for learning and problem solving;
- acquire an understanding and appreciation of the values and the intellectual and artistic achievement of their culture and other cultures; and
- take full advantage of opportunities to explore, develop, and express their own uniqueness, creativity, and flexibility in thinking.

Goal Four: Competence in Life Skills

Students will ultimately function successfully in multiple roles - as citizens, family members, parents, workers, and consumers. Fairfield Public School students will:

- demonstrate an ability to make informed career choices;
- understand the responsibilities of family membership and parenthood;
- demonstrate the ability to undertake the responsibilities of citizenship in their communities, in the state, in the nation, and in the world;
- understand human growth and development and the lifelong value of physical fitness;
- understand the concept of wellness, and apply the basic elements of proper nutrition, avoidance of substance abuse, prevention and treatment of illness, and management of stress;
- understand and develop personal goals and aspirations;
- upon completion of a secondary-level program, be qualified to enter post-secondary education and/or demonstrate the skills, knowledge, and competence required for success in meaningful employment; and
- recognize the importance of social and emotional growth as it relates to lifelong happiness.

Mission, Goals, Objectives

EDUCATIONAL GOALS (continued) **0200**

Goal Five: Understanding Society's Values

Students, as responsible citizens, will be aware of how they can enrich the world and how the world can enrich them. Fairfield Public School students will:

- respect diversity;
- understand the inherent strengths and weaknesses of a pluralistic society;
- understand justice, and recognize the necessity for moral and ethical conduct in society;
- understand and respond to the vital need for order under law;
- acquire the knowledge to live in harmony with the environment, and actively practice conservation of natural resources;
- respect the humanity they share with other people, and live in harmony with and demonstrate empathy for others;
- acquire and apply an understanding of and sensitivity for the values and achievements of their own culture and other cultures;
- show understanding of international issues which affect life on our planet, and demonstrate skills needed to participate in a global society;
- contribute to the health of the community through service activities; and
- look objectively at social institutions and consider how these institutions can best serve society.

Approved 8/27/04

Mission, Goals, Objectives

POLICIES FOR THE FAIRFIELD PUBLIC SCHOOLS 0300

The Board of Education is the policy-making body for the Fairfield Public Schools. Decisions of the Board, such as the adoption of the budget, the approval of curriculum, and the adoption of education specifications for new schools, often have the force of policy.

The school district is administered by the Superintendent and those to whom he delegates. The role of the Board in this process is limited to the adoption of written policies, which are codified in a Policy Guide and may be further articulated by administrative regulations. The policies must at all times be in harmony with applicable law.

The Board of Education's policies shall have their sources in the Board-adopted Philosophy, Mission, and Goals.

The Board of Education views its policies as aids to decision-making and will, to the best of its abilities, make all its actions consistent with those policies.

Approved 8/27/04

Mission, Goals, Objectives

REPORTING ACCOMPLISHMENTS TO THE PUBLIC 0600

The Board shall keep the public informed of the school system's progress in accomplishing its goals and indicators of success, including programs established to achieve them. The Superintendent shall maintain a communication program for this purpose, which shall include, but not be limited to, public meetings, publications in local newspapers and school newsletters, PTA meetings, and other appropriate methods.

Approved 8/27/04

Community Relations Series 1000

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Community Relations

COMMUNICATION WITH THE PUBLIC 1100

The Board of Education and the administration of the Fairfield Public Schools will use as many channels of communication as possible to explain the purpose, policies, programs, and problems of the school district to all segments of the town population.

The Chairman of the Board shall be the official spokesperson for the Board and unless the Board shall otherwise direct, shall make or authorize all announcements concerning Board policy or action.

Legal Reference: Connecticut General Statutes
1-13 through 1-21k Public records and meetings
10-220 Duties of boards of education

Approved 8/27/04

Community Relations

Communication With the Public

BOARD OF EDUCATION MEETINGS 1120

In compliance with Federal and State Law, all Board of Education meetings are public meetings and every effort shall be made to encourage citizens to attend.

When matters of personnel, litigation, negotiations, security, and/or real estate are to be discussed, the Board may recess to Executive Session.

Copies of the agenda and non-confidential enclosures for all Board meetings will be made available for public inspection in all the public libraries in the Town of Fairfield. Agenda and enclosures also will be displayed at all meetings of the Board.

The Board upon the recommendation of the Superintendent will make all appointments of citizens and staff members to advisory committees. The Board encourages representation from all appropriate Town bodies.

Legal Reference: Connecticut General Statutes
1-225 Meetings of government agencies to be public
1-226 Broadcasting or photographing meetings
19a-342 Smoking in public meetings in rooms of public building prohibited
1-227 Mailing of notice of meetings to persons filing written request. Fees
1-230 Regular meetings to be held pursuant to regulation, ordinance, or resolution
1-232 Conduct of meetings
1-206 Denial of access to public records or meetings
10-238 Petition for hearing by board of education

Approved 8/27/04

Community Relations

Communication With the Public

AVAILABILITY OF OFFICIAL DOCUMENTS 1130

In making school records available to the public, the Board of Education will comply with the Freedom of Information Act as stated in Section 1-19 and following of the Connecticut General Statutes.

Approved 8/27/04

Community Relations

Communication With the Public

ADMINISTRATIVE REGULATIONS ON
AVAILABILITY OF OFFICIAL DOCUMENTS **1130AR**

Records will be accessible according to provisions of the Freedom of Information Act and Section 1-19 and following of the Connecticut General Statutes.

Requests for disclosure must be in writing to the Office of the Superintendent of Schools.

The fee for producing copies of requested documents will be $0.50 per page or each copy. The fee for providing data in electronic form shall be computed in accordance with Section 1-15 of the Connecticut General Statutes.

When an outside copying service is used to produce documents, the fee shall be equal to the fee charged by the copying service to produce the document provided, however, the fee for copying material other than computer-stored records shall not exceed $0.50 per standard page.

Printed information will be issued in the form it is maintained and will not be specifically formatted, juxtaposed, extracted, condensed, expanded, combined, or refined to satisfy a Freedom of Information request.

With respect to computer-stored records, other costs may be charged for labor or services necessary to fulfill the request for information as allowed by Section 1-15(b) of the Connecticut General Statutes.

Fees shall be waived in situations meeting the requirements of Section 1-15(d) of the Connecticut General Statutes (e.g., where person requesting the records is indigent).

Prepayment of any fee estimated to be $10 or more shall be required.

8/27/04

Community Relations

Communication With the Public

PRINTED MATERIAL TO STUDENTS TO TAKE HOME 1140

The building administrator has the responsibility to review and approve or disapprove printed material proposed for distribution to students to take home if the material pertains only to that single site. The Superintendent will designate a district-level staff member to review and approve or disapprove printed material proposed for distribution to students to take home if the material is intended for more than one (1) site.

Printed material distributed to students to take home shall involve only activities or opportunities provided or sponsored by a non-profit / not-for-profit entity, organization, or governmental agency. The name of the non-profit / not-for-profit organization or governmental agency must be clearly stated on the printed material along with the organizations or agency's telephone number for inquiries. All material to be taken home by students shall extend the curriculum of the Fairfield Public Schools or broaden the cultural life of students.

The reproduction of approved material(s) is the responsibility of the sponsoring group.

Commercial material, advertisements, or material generated by an individual that is not sponsored by a non-profit / not-for-profit entity, organization, or governmental agency shall not be distributed via the students.

Legal Reference: Connecticut General Statutes 9-369b Explanatory text relating to local questions

CREF 6555

Approved 8/27/04

Community Relations

Communication With the Public

WEB SITE AND HOME PAGE DEVELOPMENT 1145

The Fairfield Board of Education recognizes the value of establishing a World Wide Web presence for the Fairfield Public Schools. Such a site provides for improved communication with parents or guardians and residents of Fairfield and with others who are interested in obtaining general information about our schools, curriculum and programs of study, policies and procedures, school events, and the like. However, the Board also recognizes that the information provided on this site must be responsibly developed, as are other school publications. Therefore, all information or material posted on the school district web site must be professional and ethical, and must meet the standards required of other school district publications. The content of a page must be approved by school district administration and will also be subject to a technical review to ensure that the author(s) have complied with electronic publishing standards. All pages must conform to Board policies and administrative regulations regarding acceptable use, instructional resources, and collection development, and should be displayable and readable with standard web browser software.

All World Wide Web information directly related to the Fairfield Public Schools, its schools, its departments, and its programs will be stored on and served to the web utilizing the district approved Internet provider service and/or designated HTTP server.

The administration will develop administrative regulations to carry out this policy.

Legal Reference: Connecticut General Statutes
1-19(b)(11) Access to public records. Exempt records
10-15b Access of parent or guardian to student's records
10-209 Records not to be public
11-8a Retention, destruction, and transfer of documents
11-8b Transfer or disposal of public records. State library board to adopt regulations
46b-56(e) Access to records of minors
Connecticut Public Records Administration Schedule V-Disposition of Education Records revised 1983
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 USC 1232g)

Community Relations

Communication With the Public

WEB SITE AND HOME PAGE DEVELOPMENT (continued) **1145**

Legal Reference: (continued)

Dept of Education 34 CFR part 99 (May 9, 1980 45 FR 30802) regs implementing FERPA enacted as part of 438 of General Education Provisions Act (20 USC 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96

PL 94-553, The Copyright Act of 1976, 17 USC 101 et seq.

CREF 6416

Approved 8/27/04

Community Relations

Communication With the Public

ADMINISTRATIVE REGULATIONS ON WEB SITE AND HOME PAGE DEVELOPMENT 1145AR

The Fairfield Public Schools invite all staff to utilize the power of the district's web site to further their instructional and communication goals. The following regulations are necessary and prudent for the smooth functioning of the district's web site.

Security

- Ownership of all files created in the scope of one's employment shall remain with the Fairfield Public Schools.
- The administration may modify or remove any page in which the content does not conform to the district's publication, instructional resources, collection development, and acceptable use policies and practices.
- The district will not host any personal pages (pages with no district curriculum or communication connection) for either staff or students, nor will the district provide links to such pages.
- No information about students may be posted which does not conform to the Federal Family Education Rights and Privacy Act of 1974. Users will not post personal contact information about themselves or other people. Personal contact information includes, but is not limited to, home address, telephone, school address, and work address.
- Original student work that is posted will be accompanied by language assuring that the student or his family is the copyright holder.
- Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
- The web is a complex entity and while every care is taken to maintain its function and availability, no warranty either express or implied, can be made that it will be error-free or without defect. The district is not responsible for any damage users may suffer including, but not limited to, loss of data. The district will not be responsible for the financial obligations or other losses arising through the unauthorized or intentional misuse of the system.

Authorization, Verification, and Review

- All potential authors must read and sign the *Fairfield Public Schools Web Site Compliance Form* before access for posting will be granted.
- The web site has a limited educational purpose. The term "educational purpose" includes use of the site for classroom activities, professional or career development, and limited high-quality personal research. Content must reflect curriculum or district-related communication objectives.
- All authors or their designee must conduct a periodic review of pages for the purpose of making any updates or changes to information.

Community Relations

Communication With the Public

ADMINISTRATIVE REGULATIONS ON
WEB SITE AND HOME PAGE DEVELOPMENT (continued) 1145AR

Authorization, Verification, and Review (continued)

- Links, allowed only for educational use, are the responsibility of the author and must be reviewed periodically for accuracy and suitability.
- Pages containing links to web pages outside of the Fairfield Public Schools web site must include the following disclaimer: "The Fairfield Public Schools is not responsible for any information or content provided by web sites beyond this site."
- If it is determined that the content of a linked site is no longer appropriate according to Fairfield Public Schools criteria, it may be requested to be removed or removed without notice.
- An administrator may designate a "webmaster" to manage a department, school, or program page.
- Each individual who posts material on the web is responsible for its accuracy and timeliness.
- No copyrighted material may be posted to any page without the specific permission of the copyright holder. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
- All pages are prohibited from containing:
    a. advertising material promoting the sale of commercial or noncommercial products or services (pages created on commercial sites, e.g., schoolnotes.com, angelfire.com, where the advertisements are not within the staff member's control are exempt from this prohibition);
    b. advertising on behalf of candidates for public office;
    c. classified ads;
    d. request for volunteers or services by non-profit or for-profit groups or request for donations of money, materials, or services by the same (exception: educational or district-related information); and/or
    e. editorial comments of any kind.

Community Relations

Communication With the Public

ADMINISTRATIVE REGULATIONS ON
WEB SITE AND HOME PAGE DEVELOPMENT (continued) 1145AR

Publishing Student Images

- Schools will *print a general written announcement* at the beginning of the year in a communication to all parents or guardians (such as a newsletter) announcing:

  a. the routine videotaping or photographing of school concerts, assemblies, etc;
  b. these images are routinely displayed or shown in a variety of settings including, but not limited to, meetings, publications, and the school's web site; and
  c. student names are not connected with their images.

  Parents or guardians who do not want their child videotaped or photographed and those images displayed in the circumstances described are asked to contact the school principal.
- If videotaping, audio taping, or photography is planned for a more specific school setting (e.g., a classroom) a written announcement of the planned activity incorporating *both that activity and any potential future activities of a similar nature* will be sent to the parent or guardian. For example, a letter could state the following:

  > During the week of October ____, _____, the students and I will be videotaping their presentations of essential questions they have developed and research they have conducted on life in the rain forest. Students will use these videos to conduct a self-evaluation of their performance.
  >
  > This is the first time this year I will be using videotape, audiotape, or photography in my class. However, from the date of this activity forward I will be utilizing these media in a variety of instructional activities within this class during the remainder of the year. The images are routinely displayed in a variety of settings including, but not limited to, meetings, publications, and the school's web site. Student names are not connected with their images. *If you do not permit your child to have his or her image recorded and displayed please let me know, in writing, and I will honor your wishes during this project and for the remainder of the year*.
  >
  > I look forward to the beneficial use of videotape in evaluating our upcoming presentations and hope you will let your child participate.

- In certain circumstances, it may be desirable to display a student's image in a publication or on the school's web site with his name, such as when an award is given. Publishing a student's image with his name requires **express written permission** from the parent or guardian.

Community Relations

Communication With the Public

ADMINISTRATIVE REGULATIONS ON
WEB SITE AND HOME PAGE DEVELOPMENT (continued) 1145AR

Publishing Student Images (continued)

- This provision of seeking prior permission does not apply to school yearbooks, school newspapers, or images published by the working press. However, if a parent or guardian has a concern about the publication of a student's image in those settings, that concern should be brought to the school principal.

Publishing Student Names

- Recognizing a student's accomplishments through appropriate publicity shares the good news of a student's achievement and can build or reinforce his positive self-image. This publicity often takes the form of publishing student names on building bulletin boards, in newsletters, and increasingly, on classroom and school web pages.

  The following guidelines cover the most common circumstances under which students' names may be published:

  a. Full names may be printed or posted alone or in lists for performances, memberships, awards, accomplishments, and other similar circumstances as long as there is no correlation with an accompanying student picture without prior permission.
  b. When original student work is printed or posted without an accompanying student picture, a student's first name and, if necessary for clarification, grade designation may be cited (e.g., Kathy, grade 7A; John, grade 4E) with prior notification (school general written announcement).
  c. If it is deemed desirable to display a student's image, his name may not be associated with that picture without **express written permission** from the parent or guardian.

CREF 6416AR

8/27/04

Fairfield Public Schools
Fairfield, Connecticut

Web Site Compliance Form

Anyone wishing to create pages for the World Wide Web which present any entity of the Fairfield Public Schools, and which will be served at the district's web site, must complete this application and receive administrative approval.

PLEASE PRINT

Name: _____

Building: _____

Department/Program/Class: _____

Purpose of the web page: _____

I agree to the following:

> I am responsible for any and all pages that I develop on behalf of the school district. I agree to maintain the page I develop to ensure information accuracy, relevance, and timeliness. I understand that all files stored in my web directory will serve the World Wide Web and thus are open to inspection by the district. All documents developed comply, and will continue to comply, with the approved curriculum and communication objectives of the Fairfield Public Schools.

I have read, and agree to comply with, the ***Administrative Regulations on Web Site and Home Page Development****.*

_____ _____
Applicant's signature Date

_____ _____
Administrator's signature Date

Send original signed form to Business Office, attn: Webmaster

Community Relations

Communication With the Public

RESPONSIBILITIES OF SCHOOL PERSONNEL 1150

It is the responsibility of all administrative personnel to be knowledgeable regarding Board Policy in order to interpret such policies and/or administrative regulations for public understanding of the operation of the schools.

Approved 8/27/04

Community Relations

PARTICIPATION BY THE PUBLIC 1200

PARENT-STAFF ORGANIZATIONS 1210

The Board recognizes and encourages the parent-staff organizations in the schools to be a means whereby the parent or guardian can cooperate with school personnel in the advancement of the educational welfare of the students.

Approved 8/27/04

Community Relations

SCHOOL VOLUNTEERS / RESOURCE PERSONS 1212

The Board of Education encourages the use of volunteers or resource persons to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

The Superintendent shall establish procedures for securing and screening volunteers and resource persons. No person who is a "sex offender," as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders, shall be retained as a volunteer. For the purpose of this policy, volunteers are defined as those individuals who volunteer their time to assist in schools while resource persons are those who are not employees but receive compensation in the form of a payment or an honorarium for services rendered (e.g., visiting author).

Legal Reference: Connecticut General Statutes

10-4g Parent and community involvement in schools; model programs; school-based teams

10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.

54-254 Registration of person who has committed a felony for a sexual purpose

Policy adopted:
10/23/07

Community Relations

Participation by the Public

CITIZENS ADVISORY COMMITTEES 1220

In order to maximize community input the Board recognizes the need for appropriate ad hoc citizens advisory committees. The Board will consider the recommendations of these committees when making decisions.

The Board, upon the recommendation of the Superintendent, will make all appointments of citizens and staff members to advisory committees. The Board encourages representation from all appropriate Town bodies.

Legal Reference: Academic Freedom Policy (adopted by Connecticut State Board of Education 9/9/81)

Approved 8/27/04

Community Relations

Participation by the Public

TRANSPORTATION SAFETY ADVISORS 1224

This working group serves in an advisory capacity to the Board and makes recommendations to the Board of Education relative to school transportation safety.

Approved 8/27/04

Community Relations

Participation by the Public

CITIZENS FAMILY LIFE EDUCATION COMMITTEE 1225

This committee serves in an advisory capacity to the Board and makes recommendations to the Board of Education relative to the K-12 Family Life Education curriculum.

Approved 8/27/04

Community Relations

Participation by the Public

CITIZENS ASSISTANCE TO SCHOOL PERSONNEL 1230

The Board of Education encourages the use of community resources and citizens to assist in furthering the educational program. Use of outside personnel and resources will be consistent with the goals and objectives of the Fairfield Public Schools.

Approved 8/27/04

Community Relations

Participation by the Public

FAMILY INVOLVEMENT **1232**

The Fairfield Board of Education recognizes that the partnership between families and the school is crucial to the successful education of children attending the Fairfield Public Schools. This Family Involvement Policy has been written to convey to the parent or guardian of Fairfield's school children that their participation in their child's education is highly valued.

It is the Board's policy that families are welcome in the schools and encouraged to become involved in their child's education. To that end, the Board gives its full support to the following standards:

- Encouraging family participation in their child's education in school and at home.
- Promoting communication between school and home regarding the instructional program and student progress.
- Providing assistance to families in developing parenting skills, which benefit their child at home and increase achievement at school.
- Facilitating family participation in decision-making that affects children.
- Inviting families to participate in the education of children by assuming volunteer support roles at school.

The Board believes that a family's involvement in their child's education must be a high priority and recognizes the importance of staff leadership in setting expectations and creating a climate conducive to family participation. The Board of Education supports the development, implementation, and evaluation of opportunities for family involvement. The goal of increased family involvement and its related improvement in student achievement is a shared responsibility of families, school staff, the school system as a whole, and the community at large.

Legal Reference: Connecticut General Statutes 10-221 Boards of education to prescribe rules, policies, and procedures as amended by PA 97-290

Approved 8/27/04

Community Relations

Participation by the Public

TITLE I PARENT INVOLVEMENT 1235

The Board of Education endorses the parent or guardian involvement goals of Title I and encourages the regular participation by the parent or guardian of Title I[1] eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parent or guardian, school, and community.

Pursuant to federal law, the district will develop jointly with, agree on with, and distribute to the parent or guardian of children participating in the Title I program a written parent or guardian involvement policy.

At the required annual meeting of Title I parents or guardians, the parent or guardian will have opportunities to participate in the design, development, operation, and evaluation of the program for the next school year. Proposed activities shall be presented to fulfill the requirements necessary to address the requirements of parental or custodial involvement.

In addition to the required annual meeting, at least three (3) additional meetings shall be held, at various times of the day and/or evenings, for the parent or guardian of children participating in the Title I program. These meetings shall be convened by the building administrator of each Title I school to provide the parent or guardian with:

- information about programs provided under Title I;
- a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
- opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- the opportunity to bring parent or guardian comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent or guardian attendance at meetings through payment of transportation and childcare costs.

The parent or guardian of children identified to participate in Title I programs shall receive from the school Principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided.

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[1] Title I is part of the Federal Elementary and Secondary Education Act (ESEA). It provides funds to school districts based on poverty data which is determined by the number of district students who are eligible for free or reduced-price lunch. The schools with the highest poverty data receive Title I funding for supplementary services to students needing additional educational support.

Community Relations

Participation by the Public

TITLE I PARENT INVOLVEMENT (continued) **1235**

Opportunities will be provided for the parent or guardian to meet with the classroom and Title I teachers to discuss their child's progress. Parents or guardians will also receive guidance as to how they can assist in the education of their children at home.

Each school in the district receiving Title I funds shall develop, jointly with the parent or guardian of children served in the program, a "School-Parent Compact" outlining the manner in which the parent or guardian, school staff, and students share the responsibility for improved student academic achievement in meeting State standards.

The "School-Parent Compact" shall:

- describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State's academic achievement standards;

- indicate the ways in which each parent or guardian will be responsible for supporting their child's learning, such as monitoring attendance, homework completion, and television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extra-curricular time; and

- address the importance of on-going parent-teacher communication with, at a minimum, parent-teacher conferences, frequent reports to the parent or guardian, and reasonable access to staff.

Legal Reference: Improving America's Schools Act, PL 103-382, Sec. 1112 Local Education Agency Plans
Improving America's Schools Act (IASA), PL 103-382
PL 107-110 "No Child Left Behind Act of 2001," Title I - Improving the Academic Achievement of the Disadvantaged, Sec. 1118

Approved 8/27/04

Community Relations

Participation by the Public

VISITS TO THE SCHOOLS 1240

The Board and staff of the school district welcome and encourage parents or guardians, members of the community, and other interested persons to visit the schools. To preserve the security of the schools, all visitors must check in at the main office where they shall be given whatever information or assistance is required. All visitors are required to wear school-provided identification badges for the duration of their visit.

Legal Reference: Connecticut General Statutes
10-151b Evaluation by superintendents of certain educational personnel
53a-185 Loitering in or about school grounds: class c misdemeanor

Approved 8/27/04

Community Relations
Participation by the Public

ADMINSITRATIVE REGULATIONS ON
VISITS TO THE SCHOOLS **1240AR**

Visitor Protocols

Definition:
For the purposes of this administrative regulation a **visitor** shall be defined as any person entering a school facility during normal school hours other than:

- A student who attends that facility
- A member of that school's staff and faculty (Wearing a Blue or Green ID Badge)*
- Central Office Employees with assigned duties at the school facility (Wearing a Red ID Badge)*
- Multi-site Employees with assigned duties at the school facility (Wearing a Red ID Badge)*
- Maintenance Department Employees (Wearing a Red ID Badge)*
- Uniformed Police or Fire Department personnel in performance of their assigned duties

***SEE POLICY #3564 & 3564AR FOR IDENTIFICATION BADGES POLICY AND REGULATIONS**

All visitors shall:

1. Enter building at location designated by the school administration
2. Go to the Main Office
3. Sign in the Visitors Log Book (Visitor name, Purpose of visit, Person visiting)
4. Be issued a Visitors ID Badge with date of visit
5. Visitors shall sign out at the end of their visit

Visitors entering the building at locations other than the designated visitors' entrance shall be:

1. Stopped by staff
2. Asked to identify themselves by name
3. Asked their purpose for being in the building
4. Directed by staff:
    a. out of the building and to use the designated entrance
    b. to the Main Office (if warranted by proximity to the Main Office)

THE STAFF MEMBER SHALL CALL THE MAIN OFFICE WHEN THEY ARE UNABLE TO VISUALLY VERIFY THE VISTOR HAS EXITED THE BUILDING OR ENTERED THE MAIN OFFICE

Visitors who refuse to identify themselves shall be considered trespassers.

Staff shall:

1. Direct them to leave the building
2. Call the Main Office
3. The Principal or his/her designee upon evaluation of the situation may:
    a. call the Police
    b. call Central Office
4. Consider locking down building

Special Exceptions to the above:

Special Events (Plays, Concerts, Award Ceremonies, etc…)

When a special event is planned which will attract large numbers of visitors so as to make the sign-in procedures impractical, the school administration shall designate and mark the appropriate path to the event location (auditorium, APR, gym, media center etc…). Appropriate staff shall be assigned to direct visitor(s) to the event location.

Deliveries

School staff that is expecting the delivery of a package(s) should notify the Main Office. Packages are not to be delivered directly to the staff. All packages shall be delivered to a location as determined by the school administration.

A sign-in log shall be maintained for deliveries required for building operations (such as food, fuel, etc.) to locations other than the Main Office.

Students are not expected to receive mail and/or packages at school. Mail and/or packages for students are to be refused unless prior arrangements have been approved by the school principal.

Operations

Maintenance Department Employees (Wearing a Red ID Badge) shall notify the school administration of their presence within the school facility.

Other Board of Education employees (Wearing a Red ID Badge) without assigned duties at the school facility shall:

1. Enter building at location designated by the school administration
2. Go to the Main Office
3. Sign in the Visitors Log Book (Visitor Name, Purpose of Visit, Person Visiting)
4. Sign out at the end of their visit

Board of Education members (Wearing a Red ID Badge) shall:

1. Enter building at location designated by the school administration
2. Go to the Main Office
3. Sign in the Visitors Log Book (Visitor Name, Purpose of Visit, Person Visiting)
4. Sign out at the end of their visit

8/28/2006
Revised 1/29/2007

Community Relations

ACTIVITIES INVOLVING THE PUBLIC AND SCHOOL PERSONNEL 1300

COMPLAINTS 1311

It is the policy of the Board of Education to hear all complaints in a manner that conforms with procedures prescribed by the Connecticut General Statutes.

General Concerns

Concerns about school policy, practices, or procedures may be brought to the Board during the "Hearing of Citizens" portion of all regular meetings.

Complaint to Board Member

If a complaint is made to individual Board Members, the person making the complaint shall be referred to the proper administrator and informed that the matter may be referred to the Superintendent if the complainant does not agree with the initial decision.

Formal Complaint

A formal complaint may be submitted to the Board in writing detailing the problem and the steps taken to resolve it through administrative channels.

When the Board is asked to consider a complaint concerning policy, practices, or procedures, the Board will decide either to hold a special meeting or include the item on an upcoming agenda, and will notify the complainant(s) and other interested parties of the date and time of the review.

The Board will consider complaints about personnel but are constrained by Statutes from doing so in a public meeting and without protecting the rights of the individual concerned.

When the Board is asked to consider a complaint concerning personnel, the Board will review the matter with the Superintendent who will, in turn, report to the Board on any action that may result.

Legal Reference: *Keyishian v. Board of Regents* 385 US 589,603 (1967)
President's Council, District 25 v. Community School Board No. 25 457 F2d 289 (1972) cert. Denied 409 US 998 (1976)

Approved 8/27/04

Community Relations

Activities Involving the Public and School Personnel

GIFTS **1312**

Other than student-made and/or inexpensive tokens of student esteem, gifts given to school personnel by the parent or guardian are discouraged.

All members and employees of the Board of Education are prohibited from accepting gifts from any person(s) or organization(s) doing or planning to do business with the Fairfield Public Schools.

Legal Reference: Connecticut General Statutes 7-479 Conflicts of interest

Approved 8/27/04

Community Relations

ACTIVITIES INVOLVING RELATIONS BETWEEN PUBLIC AND STUDENTS 1400

DIRECTORY INFORMATION 1410

"Directory Information" in the Fairfield Public Schools is defined as the following:

- student's name;
- address; and
- telephone number.

Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses, and telephone listings unless the parent or guardian of the student or the student himself (if he has reached the age of maturity) requests that such information not be released without prior written consent. The Superintendent or designee shall annually notify the parent or guardian of the option to make such a request and shall comply with any request received.

Legal Reference: Connecticut General Statutes
1-210 (11) Access to public records. Exempt records.
10-221b Boards of education to establish written uniform policy re treatment of recruiters
PL 106-398, 2000 H.R. 4205: The National Defense Authorization Act for Fiscal Year 2001
PL 107-110 "No Child Left Behind Act" Title IX, Sec. 9528

CREF 5541

Approved 8/27/04

Community Relations

Activities Involving Relations Between Public and Students

RELOCATION NOTICE **1420**

The Fairfield Public School System provides services to ensure students, parents or guardians, and other persons access to meetings, programs, and activities. The School System will relocate programs in order to ensure accessibility of the programs and activities to disabled persons. To make arrangements please contact:

Andrea Leonardi, Director
Special Education and Special Programs
501 Kings Highway East
Fairfield, CT 06825
(203) 255-8379

The district agrees to disseminate this relocation policy notice by posting it on bulletin boards throughout the schools for students, staff, and the general public; provide the information in any student or staff handbook(s) or orientation material; and place the policy in district advertisements.

Approved 8/27/04

Community Relations

Activities Involving Relations Between Public and Students

ADMINISTRATIVE REGULATIONS ON
RELOCATION NOTICE **1420AR**

The Fairfield Public Schools will include a statement in the notice of each school system activity or meeting stating that it is our practice to provide accommodations for persons with disabilities.

8/27/04

Community Relations

Activities Involving Relations Between Public and Students

PUBLIC PERFORMANCES BY STUDENTS 1430

Participation by students representing any school or any school activity in any public function or activity must have approval of the school administration. While participating in these public functions, the students are under the jurisdiction of the school authorities. Students may not participate in public functions where alcohol is served.

Approved 8/27/04

Community Relations

Activities Involving Relations Between Public and Students

TELEVISION AND RADIO BROADCASTS 1440

The Board of Education states as a matter of general principle that television and radio broadcasts of public performances by students, including athletic events, are approved only when such telecasts and broadcasts are in the public interest. All such rights shall be granted in accordance with procedures to be established by the Board of Education and the school administration.

The Board of Education delegates to the Superintendent of Schools or designee the authority to act on all requests for permission to broadcast school events over radio and television.

It is essential that school authorities reserve the right to approve all sponsors to make certain that sponsorship does not include firms supplying goods or services inappropriate to school events.

Approved 8/27/04

Community Relations

Activities Involving Relations Between Public and Students

CONTESTS FOR STUDENTS 1450

The Superintendent or designee must approve all requests for participation of students in contests sponsored by non-school related groups.

Approved 8/27/04

Community Relations

Activities Involving Relations Between Public and Students

SOLICITING FUNDS FROM STUDENTS 1460

Non-School Sponsored

Non-school sponsored organizations are discouraged from the solicitation of funds and the sale of goods or services to students on school premises. Any such activity must have prior approval of the Superintendent of Schools or designee.

School Sponsored

Fund-raising activities by school-sponsored organizations are permissible providing such activity is not disruptive to the orderly process of education and management of the schools.

Approved 8/27/04

Community Relations

Activities Involving Relations Between Public and Students

SURVEYS OF STUDENTS 1470

Surveys can be a valuable resource for schools and communities in determining student needs for educational services. When a survey is used, every effort should be made to ask questions in a neutral manner to ensure the accuracy of the survey.

Administrators, teachers, other staff members, and the Board of Education may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or units. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements of Policy 5535 Research Involving Students. Parents or guardians shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation.

Any survey that includes references to any of the factors listed below must receive Board of Education approval prior to being administered. In addition, no student may, without parental or custodial consent, take part in a survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or the student's parent or guardian;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, and demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
- religious practices, affiliations, or beliefs of the student or the student's parent or guardian.

Community Relations

Activities Involving Relations Between Public and Students

SURVEYS OF STUDENTS (continued) **1470**

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the Superintendent of Schools and the approval of the Board of Education as to content and purpose. The results of such approved surveys must be shared with the Board of Education.

Parents or guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student.

Survey results must be shared with all parties who request such information.

Parents, guardians or students eighteen (18) or older, have the right to opt the student out of participation in the collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This opt-out notification must be provided by the parent or guardian in writing.

Parents or guardians shall be notified of this policy at the beginning of the school year and when enrolling students for the first time in district schools.

CREF 6421

Approved 8/27/04

Community Relations

USE OF SCHOOL FACILITIES 1500

COMMUNITY USE OF SCHOOL FACILITIES 1510

Since school buildings and grounds are public property, the Board of Education may make them available for purposes other than education when they are not in use for school purposes.

School buildings and grounds shall be open for use by the public subject to such regulations as shall from time to time be established by the administration. The Reservation Office, 255-8374, may be contacted for a copy of the current regulations.

Such use shall not interfere with the educational program of the school, and representatives of the public using the school property shall ensure its reasonable use.

Legal Reference: Connecticut General Statutes
10-239 Use of school facilities for other purposes
PA 97-290 An Act Enhancing Educational Choices and Opportunities

CREF 3551

Approved 8/27/04

Community Relations

Use of School Facilities

ELIGIBILITY **1520**

The Board of Education shall grant the use of school facilities for activities of an educational, cultural, civic, social, recreational, governmental, or general political nature, which are sponsored by responsible local persons, organizations, agencies, or institutions, as permitted by law and subject to the current Administrative Regulations for facilities use.

Approved 8/27/04

Community Relations

Use of School Facilities

COMMUNITY SCHOOLS 1530

The Fairfield Board of Education encourages before and after school programs for all students. These programs shall complement the K-12 school program by providing cultural enrichment, recreational, and social activities.

The Board of Education delegates all matters pertaining to such programs to the building administrator. When such programs are provided or sponsored by the Fairfield Public Schools the building administrator shall determine the compensation, if any, to be paid based on appropriate contracts and under the supervision of the Human Resources Department.

While students may be charged fees to participate in these programs, no student is to be denied access to any program due to financial hardship.

Approved 8/27/04

Community Relations

Use of School Facilities

ALCOHOLIC BEVERAGE CONSUMPTION 1540

Alcoholic beverages are prohibited on school grounds.

Approved 8/27/04

Community Relations

COMMUNITY RESOURCES 1600

The Board encourages the staff to work with a wide range of community organizations to provide appropriate referrals for the health and well-being of children and families.

Approved 8/27/04

Administration Series 2000

Central Administrative and Supervisory Personnel	2100
Superintendent of Schools	2110
Central Office Administration	2120
Curriculum Administrator, Curriculum Leaders, and Coordinators	2130
Individual School Administrative and Supervisory Personnel	2200
Headmasters and Principals	2210
Housemasters and Assistant Principals	2220
High School Administrator for Pupil Personnel and Guidance	2230
High School Athletic Director	2240
Temporary and Part-time Administrative and Supervisory Personnel	2300
Internships	2310
Consultants	2320
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Fairfield Public Schools Overview	2420.1
Job Descriptions	2430

Administration

CENTRAL ADMINISTRATIVE AND SUPERVISORY PERSONNEL 2100

SUPERINTENDENT OF SCHOOLS 2110

Appointment

The Board shall select a qualified Superintendent of Schools upon such terms as it shall deem proper in the public interest, and otherwise, as provided by law.

Function

The Superintendent of Schools shall be the sole executive agent of the Board, shall have direction and control of all employees, and such other duties as are provided for by law, by Board By-Laws, or as the Board may from time to time designate.

The Superintendent shall specify and assign duties to all employees, and shall be responsible for the enforcement of such policies as the Board may from time to time establish for the proper and efficient operation of the school system.

The Superintendent, as agent of the Board, shall execute all employment contracts for the Fairfield Public Schools within such limits and upon such terms and qualifications and in accordance with such rules as may be from time to time established by law or by this Board within the limitations permitted by law.

The Superintendent shall make recommendations to the Board for appointments of administrative personnel.

The Superintendent shall appoint such staff committees as are considered necessary to assist with the operation of the program.

The Superintendent or a designee shall be present at and participate in all meetings of the Board of Education, except when the Superintendent's personnel status is under consideration.

The Superintendent shall make a written report to the Board at each of its regular meetings, such report to include:

- complete financial statement of all accounts and funds under the jurisdiction of the Board;
- the names, salaries, and assignments of all personnel engaged since the last such report;
- the number and circumstances of all student suspensions since the last such report; and

Administration

Central Administrative and Supervisory Personnel

SUPERINTENDENT OF SCHOOLS (continued) **2110**

Function (continued)

- reports and recommendations in other matters, as and when the same are prescribed or authorized by law, by the By-Laws, or by vote of the Board.

The Superintendent shall inform the Board of Education of:

- student loads;
- curriculum needs;
- facility needs;
- personnel evaluations;
- professional development; and
- other matters which improve the schools.

In situations, which arise where the Board has provided no guidance for administrative action through formal policy statements, the Superintendent shall have the power to act, but such decisions shall be reviewable by the Board.

Legal Reference: Connecticut General Statutes 10-157 Superintendents

Approved 8/27/04

Administration

Central Administrative and Supervisory Personnel

CENTRAL OFFICE ADMINISTRATION 2120

The Superintendent shall appoint his/her Central Office Administration. The Central Office Administration includes the following positions:

- Deputy Superintendent
- Assistant Superintendent for Human Resources and Leadership Development
- Director of Curriculum, Instruction, and Assessment
- Director of Elementary Education
- Director of Finance
- Director of Operations
- Director of Special Education and Special Programs

The **Deputy Superintendent** shall assist the Superintendent in his/her duties, and shall act as Superintendent during the incapacity of the Superintendent or while he/she is absent for any reason. He/she shall have such other duties, as the Superintendent shall from time to time prescribe.

The **Assistant Superintendent for Human Resources and Leadership Development** shall assist the Superintendent in all areas related to be the administration and supervision of the personnel function in the school system and leadership development. He/she shall have such other duties, as the Superintendent shall from time to time prescribe.

The **Director of Curriculum, Instruction and Assessment** shall assist the Superintendent in all areas of curriculum, instruction and assessment, pre-kindergarten through grade 12, and shall have such other duties as the Superintendent shall from time to time prescribe.

The **Director of Elementary Education** shall assist the Superintendent in all areas related to the elementary school program and shall have such other duties as the Superintendent shall from time to time prescribe.

The **Director of Finance** shall assist the Superintendent in all areas of budget and finance and shall have such other duties as the Superintendent shall from time to time prescribe.

The **Director of Operations** shall assist the Superintendent in all areas of business and non-instructional operations and shall have such other duties as the Superintendent shall from time to time prescribe.

The **Director of Special Education and Special Programs** shall assist the Superintendent to implement and monitor compliance with Public Act 10-76, the Individuals with Disabilities Education Act (IDEA), McKinney-Vento Homeless Assistance Act, Americans with Disabilities Act, and Section 504 of the Rehabilitation Act. He/she will manage due process matters, special education, and student support services and shall have such other duties as the Superintendent shall from time to time prescribe.

Approved 8/27/2004
Revised and Approved 3/25/2008

Administration

Central Administrative and Supervisory Personnel

CURRICULUM ADMINISTRATOR, CURRICULUM LEADERS AND COORDINATORS 2130

Appointment

The Superintendent may appoint such Curriculum Administrator, Curriculum Leaders, and Curriculum Coordinators as he/she shall deem necessary, to carry out the purposes of the Board and expedient in the public interest.

Functions

Such instructional support staff shall be responsible to the Superintendent or designee and shall keep the Superintendent or designee informed of all activities under their jurisdiction by whatever means the Superintendent and designee deem appropriate.

Curriculum Leaders and Coordinators will provide expertise in specific areas of the curriculum and exert leadership in the continuous development, implementation, and evaluation of the K-12 programs. It will also be the function of these staff members to work cooperatively with principals, directors, and staff in curriculum development and implementation.

Approved 8/27/04
Revised and Approved 3/25/2008

Administration

INDIVIDUAL SCHOOL ADMINISTRATIVE AND SUPERVISORY PERSONNEL **2200**

HEADMASTERS AND PRINCIPALS **2210**

Appointment

The Board may appoint Headmasters and Principals as shall deem necessary to carry out the purposes of the Board and expedient in the public interest.

Functions

Within the broad framework of Board policy, the Headmaster(s) and Principals shall be responsible to the Superintendent or designee for all activities related to their assigned buildings and grounds.

The primary function of building administrators will be the supervision of staff for the purpose of improving instruction for students in their buildings. Building administrators shall be responsible for and shall have authority over the actions of students, certified and non-certified personnel, visitors, and persons hired to perform special tasks.

Approved 8/27/04

Administration

Individual School Administrative and Supervisory Personnel

HOUSEMASTERS AND ASSISTANT PRINCIPALS 2220

Appointment

The Superintendent may appoint certified administrative personnel, as he/she shall deem necessary to carry out the purposes of the Board and expedient to the public interest.

Functions

Within the broad framework of Board policy, Housemasters and Assistant Principals will be responsible to the building administrator and assist in carrying out assigned functions.

Approved 8/27/04
Revised and Approved 3/25/2008

Administration

Individual School Administrative and Supervisory Personnel

HIGH SCHOOL ADMINISTRATOR FOR PUPIL PERSONNEL AND GUIDANCE 2230

Appointment

The Superintendent may appoint certified administrative personnel as he/she shall deem necessary to carry out the objectives of the Board and expedient to the public interest.

Functions

Within the broad framework of Board policy, the High School Administrator for Pupil Personnel and Guidance will be responsible to the building administrator and will assist in carrying out assigned functions.

Approved 8/27/2004
Revised and Approved 3/25/2008

Administration

Individual School Administrative and Supervisory Personnel

HIGH SCHOOL ATHLETIC DIRECTOR 2240

Appointment

The Superintendent may appoint certified administrative personnel, as he/she shall deem necessary to carry out the objectives of the Board and expedient to the public interest.

Functions

Within the broad framework of Board policy the High School Athletic Director will be responsible to the building administrator and will assist in carrying out assigned functions.

Approved 8/27/04
Revised and Approved 3/25/2008

Administration

TEMPORARY AND PART-TIME ADMINISTRATIVE AND SUPERVISORY PERSONNEL 2300

INTERNSHIPS 2310

The Board may appoint administrative interns to provide training for staff members interested in careers in administration.

Approved 8/27/04

Administration

Temporary and Part-Time Administrative and Supervisory Personnel

CONSULTANTS **2320**

Consultants may be hired on a part-time basis to provide data and expertise to assist the Board and the professional staff in carrying out their purposes.

Approved 8/27/04

Administration

ADMINISTRATIVE OPERATIONS 2400

LINE OF RESPONSIBILITY 2410

Each employee in the district shall be responsible to the Board through the Superintendent.

Each employee shall refer matters requiring administrative action to the administrator to whom he reports.

When necessary, an Administrator shall refer such matters to the administrator to whom he reports.

Each employee shall have the right to appeal any decision made by an administrator to the next higher authority and through appropriate successive steps to the Board of Education or through the grievance procedures as outlined in a Collective Bargaining Agreement.

Approved 8/27/04

Administration

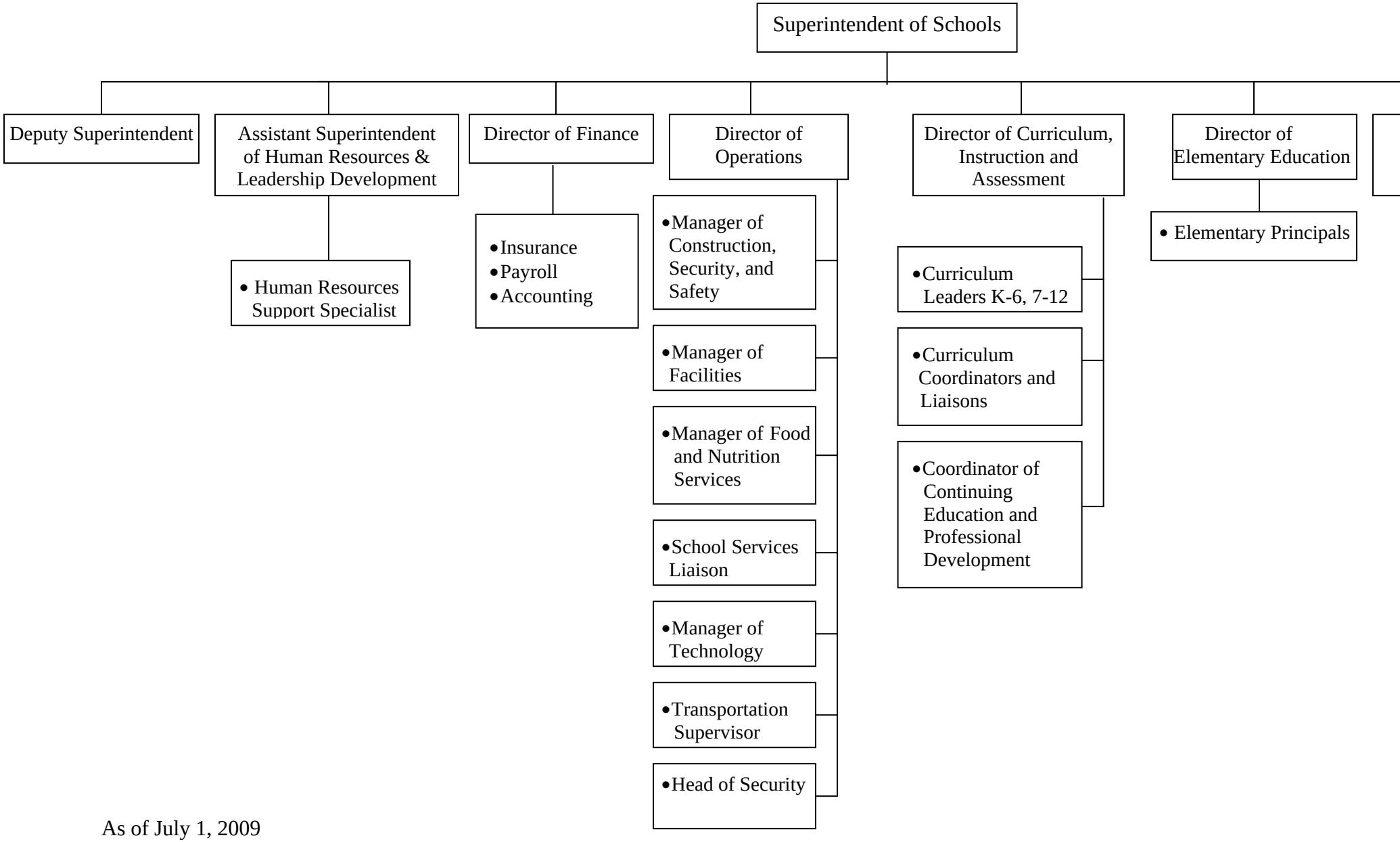
Administrative Operations

ORGANIZATIONAL CHARTS **2420**

Fairfield Public Schools Overview **2420.1**

Approved 8/27/04
Approved 11/28/06
Revised and Approved 3/25/08
Revised 7/1/09

Fairfield Public Schools Overview
Organizational Chart of Supervisory Responsibilities



As of July 1, 2009

Administration

Administrative Operations

JOB DESCRIPTIONS **2430**

The Department of Human Resources will create and maintain written job descriptions for all school personnel.

Approved 8/27/04

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Business and Non-Instructional Operations

ADMINISTRATION AND SUPERVISION 3000

The Director of Finance is responsible for the immediate operation of the Business section described herein and is directly responsible to the Superintendent of Schools for this function.

The Director of Operations is responsible for the immediate operation of the Non-Instructional Operations section described herein and is directly responsible to the Superintendent of Schools for this function.

Approved 8/27/04

Business and Non-Instructional Operations

BUSINESS **3100-3499**

BUDGET **3100**

The annual budget preparation process shall include broad-based participation and careful scrutiny of programs and expenditures to help the Board fulfill its responsibilities to the students, staff, and Town.

The Board, with the Superintendent, shall review

- current and proposed programs;
- Board goals;
- proposed budget options;
- designated obligations (State mandates, collective bargaining agreements, and population changes);
- conditional obligations (major maintenance projects, inflation, and utilities).

The Superintendent and the Director of Finance, shall estimate the funding levels necessary to implement Board requirements.

The Board shall review projected costs, finalize requirements, establish a desirable budget amount, and specify parameters for the Superintendent to use in the development of a proposed budget.

Legal Reference: Connecticut General Statutes
10-51 Fiscal Year. Budget. Payments by member towns (regional school districts)
10-222 Appropriations and budget

Approved 8/27/04

Business and Non-Instructional Operations

Business

ADMINISTRATIVE REGULATIONS ON BUDGET 3100AR

Each fall the administration will develop a budget calendar for the ensuing fiscal year. The calendar will contain the dates on which various segments of the budget are due and dates on which administration, Board, and public will review these budget segments.

The budget development process will include:

- development of student enrollment;
- inspection of all buildings and grounds;
- Central Office review of estimated move-forward* costs;
- discussion of program and other changes that effect the budget;
- development of budget assumptions;
- initial budget review with principals;
- development of individual school budgets;
- development of departmental budgets;
- presentation of Superintendent's budget to the Board of Education;
- review and modifications by the Board of Education;
- review and recommendations by the Board of Selectmen;
- review and modifications by the Board of Finance; and
- review and modifications by the Representative Town Meeting.

* cost of running the school system in the following fiscal year without any changes to the program, staff, or operations; adjustments for enrollment and employee contracts are included in the move-forward budget

Individual Building Budgets

Individual building budgets shall be prepared by principals, in conjunction with staff and parents or guardians, so that educational decisions can be made as close to the students as possible, and in accordance with appropriations and other Board parameters.

Draft Budget

Central Office Administration shall review funding requirements and requests, and present to the Board the Superintendent's budget for the following fiscal year.

Meetings / Presentations

During the month of January, the Board will conduct meetings / presentations to review the proposed budget with the public.

Business and Non-Instructional Operations

Business

ADMINISTRATIVE REGULATIONS ON BUDGET (continued) **3100AR**

Vote

The Board shall vote on the complete budget at a meeting in January.

8/27/04

Business and Non-Instructional Operations

Business

Budget

BUDGET ADOPTION **3110**

The Board of Education formally adopts the school budget, with adjustments, if any, for the ensuing fiscal year following the annual budget meeting of the Representative Town Meeting held on the first Monday in May.

Legal Reference: Connecticut General Statutes
10-51 Regional schools; budget
10-222 Appropriations and budget

Approved 8/27/04

Business and Non-Instructional Operations

Business

Budget

EDUCATION BUDGET IMPLEMENTATION 3120

"No officer, board, commission, or department shall expend any sum for any purpose in excess of the amount appropriated by the Town for such purpose unless such expenditure shall first be approved by the Board of Finance and appropriate transfers in such budget shall have been made by the Board" (Charter of the Town of Fairfield).

The total amount which, may be expended during the fiscal year for the operation of the school system shall be set forth in the budget approved annually by the Representative Town Meeting.

Approved 8/27/04

Business and Non-Instructional Operations

Business

Budget

Education Budget Implementation

BOARD OF EDUCATION CONTROL OF BUDGET 3120.1

"Each local board of education shall prepare an itemized estimate of the cost of maintenance of public schools for the ensuing year and shall submit such estimate to the board of finance in each town or city having a board of finance, to the board of selectmen in each town having no board of finance or otherwise to the authority making appropriations for the school district, not later than two months preceding the annual meeting at which appropriations are to be made. The money appropriated by any municipality for the maintenance of public schools shall be expended by and in the discretion of the board of education." Connecticut General Statutes 10-222a (excerpt)

Legal Reference: Connecticut General Statutes 10-222a

Approved 8/27/04

Business and Non-Instructional Operations

Business

Budget

Education Budget Implementation

DAY-TO-DAY BUDGET CONTROL 3120.2

The education budget shall serve as the control on expenditures. The Board of Education shall have overall responsibility for the education budget. The Superintendent shall be directly responsible to the Board for the administration of the education budget. The Superintendent maintains ultimate authority over all subordinates in matters of budget. The Director of Finance shall be directly responsible to the Superintendent for the day-to-day administration of the education budget. All subordinates of the Superintendent are directly accountable to the Director of Finance in procedural matters relating to finance. All Board of Education employees shall comply with the fiscal policies established by the Board.

In keeping with the need for periodic reconciliation of the operating budget of the Fairfield Public Schools, the Superintendent may authorize the Director of Finance to transfer funds within major categories. Only the Board, upon recommendation of the Superintendent, may authorize individual transfers of more than $10,000 between major classifications of accounts. All transfers made in such instances shall be announced at the regularly scheduled meeting of the Board. Only the Board, upon recommendation of the Superintendent, may authorize a series of transfers to or from a single account totaling more than $10,000 between major classifications of accounts.

Major classifications shall be defined as:

- Personnel Services
- Fixed Charges
- Pupil Personnel Expenses
- School Expenses
- Support Expenses
- Maintenance / Operation / Transportation
- Capital

Business and Non-Instructional Operations

Business

Budget

Education Budget Implementation

DAY-TO-DAY BUDGET CONTROL (continued) 3120.2

Examples of policy use:

The Superintendent could authorize a transfer of funds from school supplies to textbooks.

Only the Board could authorize the transfer of $10,000 or more (or a series of transfers totaling $10,000 or more) from teachers' salaries to textbooks.

Legal Reference: Connecticut General Statutes 10-222 Appropriations and budget (as amended by PA98-141)

Approved 8/27/04

Business and Non-Instructional Operations

Business

Budget

BUDGET CONTROL **3130**

EXPENDITURES **3131**

The Superintendent of Schools shall direct the expenditures of the various sums of money as allocated in the school budget and shall be responsible for the installation of a proper system of accounting whereby such expenditures shall be properly controlled.

Legal Reference: Connecticut General Statutes 10-222 Appropriations and budget (as amended by PA 98-141)

Approved 8/27/04

Business and Non-Instructional Operations

Business

Budget

Budget Control

PURCHASING **3132**

"The First Selectman and the Purchasing Agent, acting in conjunction, shall be the general purchasing authority of the Town. All supplies, materials, equipment and other commodities, contracts for public works or services, other than professional services, required by any department, office, agency, board, authority, or commission of the Town, including the Board of Education, shall be purchased by the Purchasing Authority on a requisition, in such form as the Selectman may prescribe, signed by the head of the department, office, agency, or chairman of the authority, board, commission, or committee." (Charter of the Town of Fairfield Article 12.8)

For implementation of procedures see Policy 3330 and the Administrative Regulations 3330AR.

Approved 8/27/04

Business and Non-Instructional Operations

Business

INCOME **3200**

MISCELLANEOUS INCOME **3210**

All miscellaneous income must be documented, deposited, and appropriately accounted for (e.g., utility rebates, tuition for other students, student activity funds).

Approved 8/27/04

Business and Non-Instructional Operations

Business

Income

STATE FUNDS **3220**

All state income shall be utilized for the intended purpose.

Approved 8/27/04

Business and Non-Instructional Operations

Business

Income

TUITION STUDENTS **3230**

Tuition students are not accepted in the Fairfield Public Schools except as may be required by Connecticut State Statutes.

Approved 8/27/04

Business and Non-Instructional Operations

Business

Income

MATERIALS FEES **3240**

When requests are made for curriculum or instructional materials developed by the Fairfield Public Schools, fees may be charged in accordance with the type of materials and the cost of producing them.

The materials consumed for basic (required) learning activities shall be provided by the school.

The cost of materials consumed in elective courses by optional projects, i.e., industrial arts, that become the property of the student shall be borne by the student except for trimmings, fastening materials, finishing materials, process supplies, and waste factors.

Legal Reference: Connecticut General Statutes
1-15 Application for copies of public records
10-221 Boards of education to prescribe rules, policies, and procedures as amended by PA 97-290
10-228 Free textbooks, supplies, material, and equipment
10-228a Free textbooks, supplies, material, and equipment
10-229 Change of textbooks

Approved 8/27/04

Business and Non-Instructional Operations

Business

Income

LOST / DAMAGED EQUIPMENT **3241**

Students shall be assessed the full replacement cost(s) for damaged facilities and lost or damaged equipment such as textbooks, lab equipment, etc.

CREF 5340 and 6413

Approved 8/27/04

Business and Non-Instructional Operations

Business

Income

DECOMMISSION OF BOOKS AND EQUIPMENT 3242

When equipment, books, and/or other media are in such a condition that they are no longer useful and/or useable they may be disposed of according to established Administrative Regulations.

Legal Reference: Connecticut General Statutes
10-220 Duties of boards of education
10-240 Control of schools
10-241 Powers of school districts

Approved 8/27/04

Business and Non-Instructional Operations

Business

Income

ADMINISTRATIVE REGULATIONS ON
DECOMMISSION OF BOOKS AND EQUIPMENT 3242AR

Textbooks and/or equipment no longer needed by the school district may be disposed of in accordance with the following procedures.

- The Library Media Specialist may determine the usefulness of a Library Media Center book and/or other instructional media in regards to its disposal.

- The Principal or designee may determine the usefulness of equipment valued at one hundred dollars ($100) or more in regard to its disposal.

- In addition, the Director of Finance, Manager of Construction, Security, and Safety, Manager of Technology, and School Services Liaison may determine the usefulness of equipment valued at one hundred dollars ($100) or more in regards to its disposal.

Textbooks and/or equipment will be offered to:

1. any other school within the district;
2. all other departments within the Town of Fairfield;
3. sold at bid or open sale with all proceeds accruing to the Town of Fairfield;
4. if and when equipment, books, and/or other media are given to the PTA, the PTA may dispose of them as they wish. Any monies received from said disposal may be retained in the PTA account; or
5. offered as a donation to needy students through a recognized non-profit organization.

8/27/04

Business and Non-Instructional Operations

Business

Income

GIFTS, GRANTS, AND BEQUESTS 3270

All gifts, grants, and bequests shall become the property of the Fairfield Public Schools.

Approved 8/27/04

Business and Non-Instructional Operations

Business

Income

Gifts, Grants, and Bequests

GIFTS **3270.1**

All gifts and/or equipment offered to the Board of Education from PTAs, students, public-spirited citizens, and/or corporations must be approved by the administration before acceptance to ensure that the gifts do not create educational inequities among schools. Gifts offered from various sources will not be used to displace funds from the Board of Education budget.

In June of each year, the administration shall provide a report to the Board on gifts received by the schools.

Legal Reference: Connecticut General Statutes 7-194 Powers

Approved 8/27/04

Business and Non-Instructional Operations

Business

Income

Gifts, Grants, and Bequests

GRANTS **3270.2**

Where practical and cost effective, the administrative staff shall seek grants in order to implement program improvement recommendations. The Superintendent must approve all grant applications under $5000 and all grant applications over $5,000 must be approved by the Board.

Legal Reference: Connecticut General Statutes 7-194 Powers

Approved 8/27/04

Business and Non-Instructional Operations

Business

Income

Gifts, Grants, and Bequests

BEQUESTS **3270.3**

The Superintendent on behalf of the Board of Education shall accept bequests to the Fairfield Public Schools.

Legal Reference: Connecticut General Statutes
7-194 Powers
10-9 Bequests for educational purposes

Approved 8/27/04

Business and Non-Instructional Operations

Business

EXPENDITURES **3300**

LOCAL PURCHASING **3310**

Where the quality and price of services, products, and materials are substantially equivalent, awards should be made to the local agency or vendor assuming the award is not in conflict with Policy 3320 Bids and Quotations.

Approved 8/27/04

Business and Non-Instructional Operations

Business

Expenditures

BIDS AND QUOTATIONS **3320**

Formal bids or multiple competitive price quotations will be solicited prior to vendor selection, as specified in the Charter of the Town of Fairfield.

Legal Reference: Charter of the Town of Fairfield

Approved 8/27/04

Business and Non-Instructional Operations

Business

Expenditures

PURCHASE ORDERS 3330

The Superintendent or designee is authorized to initiate purchases within the approved limitations of the budget. The following procedures govern the purchasing process:

- Purchase requisitions may be initiated by authorized members of the staff and, are subject to review to determine the propriety of the request and to assure that funds are available. Administrative Regulations on purchasing must be followed.
- The Director of Finance determines whether or not the necessary funds are available in order to cover the cost of the item or services requested and if such be the case, the purchase order is referred to the purchasing officer for further recording and mailing.
- In cases where the necessary funds are not available in an account, the matter is referred to the Superintendent of Schools or designee for final decision.

Approved 8/27/04

Business and Non-Instructional Operations

Business

Expenditures

ADMINISTRATIVE REGULATIONS ON
PURCHASE ORDERS **3330AR**

The following procedures should be followed when initiating a purchase order.

Price quote sheets ARE required for orders whether it is a single item or a group of items for amounts between $1,000 - $7,500. For example, one desk priced at $1,000 requires three or more quotes.

Formal bids MUST be completed for orders over $7,500 whether it is a single item or a group of items and are handled through the Business Office. For example, a set of tables and chairs priced at $7,500. Professional services are not subject to bid regulations.

All Capital Equipment purchases are to be made through the Business Office unless you have been directed otherwise.

For all computer and peripheral equipment, contact the Manager of Technology at 255-8367.

For all other equipment, contact the School Services Liaison at 255-8306.

Price quote sheets ARE NOT required for the following circumstances:

- items that are available from one vendor only (single source). For example, most textbooks, educational materials, professional services, or consultants;
- single item purchases up to $1,000 (must buy at the best price available); and
- vendors that have been awarded “bid winner” for a particular item on one of the following contract agreements: Town of Fairfield, State of Connecticut, Region #15, or Wescon. The State Contract number or Consortium Contract number must be provided on the purchase order.

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

QUOTE SHEET

PRICE QUOTES may be developed by using catalogs, using on-line resources, talking to a vendor, or a combination of these. Oral or written quotations are acceptable. Price quotes should be submitted on the QUOTE SHEET and attached to purchase orders.

	Item	Vendor	Price
Quote #1			
Quote #2			
Quote #3			

Reason for choice (note only if price is not the reason): _____. Asterisk selected vendor.

	Item	Vendor	Price
Quote #1			
Quote #2			
Quote #3			

Reason for choice (note only if price is not the reason): _____. Asterisk selected vendor.

	Item	Vendor	Price

Quote #1			
Quote #2			
Quote #3			

Reason for choice (note only if price is not the reason): _____. Asterisk selected vendor.

Business and Non-Instructional Operations

Business

Expenditures

RECEIVING GOODS **3340**

The Superintendent, through the School Services Liaison, shall institute the proper receipt and storage of goods purchased.

Approved 8/27/04

Business and Non-Instructional Operations

Business

ACCOUNTS **3400**

SYSTEM OF ACCOUNTS **3410**

The Superintendent, through the Director of Finance, shall keep a system of accounts in accordance with Connecticut General Statutes and the requirements of the Connecticut State Department of Education.

Legal Reference: Connecticut General Statutes 10-222b

Approved 8/27/04

Business and Non-Instructional Operations

Business

Accounts

CLASSIFICATION OF EXPENDITURES 3420

The expenditures for the district shall be classified according to the guidelines set forth by the Connecticut General Statutes and the Connecticut State Department of Education.

Legal Reference: Financial Accounting Classifications and Standard Terminology for Local and State School Systems

Approved 8/27/04

Business and Non-Instructional Operations

Business

Accounts

PERIODIC REPORTS **3430**

FINANCIAL STATEMENTS **3431**

MONTHLY REPORTS **3431.1**

The Superintendent or designee shall make a written expenditure report to the Board at regular meetings.

Approved 8/27/04

Business and Non-Instructional Operations

Business

Accounts

Periodic Reports

Financial Statements

QUARTERLY REPORTS 3431.2

The Superintendent, through the Director of Finance, provides a quarterly report to the Board of Education on expenditures in major account categories.

Approved 8/27/04

Business and Non-Instructional Operations

Business

Accounts

Periodic Reports

PERIODIC AUDIT **3433**

A periodic audit is required by the Connecticut General Statutes and a report by the auditors is included in the Annual Report of the Town of Fairfield. Included in the audit are the individual school accounts, the Board of Education operating budget, the school lunch account, and special state and federal accounts.

Legal Reference: Connecticut General Statutes
7-392 Making of audits
7-393 Working papers of accountant; preservation for inspection
10-260a Auditing of state grants for public education

Approved 8/27/04

Business and Non-Instructional Operations

Business

Accounts

INVENTORIES **3440**

A periodic inventory is taken of equipment.

Inventories are kept up-to-date within the limitation of available staff and equipment or material involved.

Approved 8/27/04

Business and Non-Instructional Operations

Business

Accounts

MONIES IN SCHOOL BUILDINGS **3450**

Other than authorized revolving funds or petty cash accounts, no monies shall be left overnight in any school building except in totally secured safes or vaults.

Approved 8/27/04

Business and Non-Instructional Operations

NON-INSTRUCTIONAL OPERATIONS **3500 - 3999**

OPERATIONS **3500**

OPERATION AND MAINTENANCE OF PLANT **3510**

The Board of Education shall maintain an adequate program of building operation and maintenance.

The Superintendent or designee shall develop a five (5) year facilities maintenance plan, which shall be updated annually.

The Manager of Facilities is directly responsible for the supervision of the maintenance and operation of plant and shall report to the Director of Operations.

Legal Reference: Connecticut General Statutes 10-203 Sanitation

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

USE OF WORKPLACE FACILITIES, PROPERTY, AND RESOURCES 3520

The Board of Education gives notice to all employees that school system facilities, property, and resources are provided for uses, which are consistent with the employee's job responsibilities. Other uses of school system facilities, property, and resources require prior written approval of the Reservation Office, with the exception of reasonable personal use. Employees may not use school facilities for profit-making enterprises such as tutoring instruction without prior written approval from the Central Office Administration.

CREF 4250

Approved 8/27/04

Fairfield Board of Education
Fairfield, Connecticut

NOTICE

ELECTRONIC MAIL **3530**

This policy also serves as the required posting notice.

Electronic Mail is provided to members of the staff primarily for the purpose of conducting the business of the school system and fulfilling one's work responsibilities. The Board of Education encourages the use of electronic mail services to share information, to improve communication, and to exchange ideas. Occasional non-commercial, personal use (within reason) is allowed.

Freedom of Information Regulations apply to information maintained and/or communicated electronically as well as to information maintained or communicated on other media. Users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters.

Network administrators may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on district servers will be private.

E-mail should be read by the person to whom it is addressed. It is not to be read by any staff member, including those with sufficient computer system privileges. However, users should be aware that on occasion, network and computer operations personnel, system administrators, and personnel conducting audits may, during the performance of their duties, inadvertently see the contents of e-mail messages. They are not permitted to disclose or otherwise use what they may have seen except as required legally or in an extreme emergency. Management, however, reserves the right to periodically monitor employees' use of any electronic system.

All employees are expected to conduct themselves with the same integrity and personal demeanor in electronic communications as in face-to-face dealings with one another.

Any use perceived to be illegal, harassing, offensive, or in violation of other policies could be the basis for disciplinary action including restriction of access to the system, up to and including termination of employment.

ELECTRONIC MAIL (continued) **3530**

The following examples are behaviors not permitted on district networks:

- Abuse or any deliberate attempt to disrupt computer resources.
- Any attempt to break into computer resources at the Board of Education or other sites.
- Extreme network etiquette violations including mail that degrades, demeans, or harasses other individuals or uses obscene language.
- Engaging in practices that threaten the network (e.g., loading files that may introduce a virus).
- Violating copyright laws.
- Use of e-mail for commercial, private, or personal business purposes.
- Sharing of one's e-mail account or access password.
- Trespassing in others' folders, documents, or files.
- Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.
- Other behaviors in violation of district policy or regulations.
- Chain mail such as jokes, greeting cards, and religious media.

Violations will result in appropriate disciplinary action(s).

The law also provides that, where electronic monitoring may produce evidence of misconduct, the school district may use electronic monitoring without prior notice when the Board or Superintendent have reasonable grounds to believe employees of the school system are engaged in conduct that (1) violates the law, (2) violates the legal rights of the Board of Education or other employees, (3) creates a hostile work environment, or (4) violates Board policy or regulation.

Questions about electronic monitoring in the workplace should be directed to the Superintendent of Schools or members of the administrative staff.

Legal Reference: Connecticut General Statutes
The Freedom of Information Act
PA 98-142 An Act Requiring Notice to Employees of Electronic Monitoring by Employees

CREF 4240

Approved 8/27/04

Business and Non-Instructional Operations

Business

RISK MANAGEMENT POLICY STATEMENT 3534

The Town of Fairfield and the Fairfield Board of Education recognize their responsibility to manage public funds in a responsible manner, which includes identifying, addressing and appropriately managing any risks that may affect (1) the safety and well-being of its employees and citizens, (2) its financial stability, (3) its ability to achieve its mission of providing services to citizens, or (4) its ability to maintain an excellent community.

The Town of Fairfield and the Fairfield Board of Education further recognize that, as a public entity providing a wide range of services, it engages in operations that may carry significant risk, and that are also subject to disruption. Although risks are unavoidable, the Town of Fairfield and the Fairfield Board of Education consider no loss or interruption of services to be acceptable.

Therefore, Safety Committees have been established and empowered to assess the risks that may arise from or affect the Town of Fairfield and the Fairfield Board of Education's operations and activities on behalf of its citizens, and to make recommendations to the First Selectman and/or Superintendent of Schools concerning those risks. All Town of Fairfield and Fairfield Board of Education operations are required to cooperate with the Safety Committees in this effort.

Approved 8/26/2008

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

CELL PHONE USE **3540**

The district provides cell phones to selected employees in order to carry out activities directly related to their job responsibilities. Cell phones may not be used while driving a vehicle unless the cell phone is operated using a hands-free device. If a hands-free device is not available, the vehicle must be stopped while communicating by cell phone.

All cell phone accounts are managed by the Business Office, including, arrangements for calling plan, type of telephone instrument, and any and all other arrangements with an equipment or service provider. District cell phones may not be purchased through individual school budgets or other school accounts.

Cell phones shall be used only by the individual to whom it is issued and are restricted from personal use (both incoming and outgoing) except in the case of bona fide emergencies.

The loss or theft of a cell phone shall be reported immediately to the Business Office.

CREF 4245

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

BUILDINGS **3550**

COMMUNITY USE OF SCHOOL FACILITIES **3551**

Since school buildings and grounds are public property, the Board of Education may make them available for purposes other than education when they are not in use for school purposes.

School buildings and grounds shall be open for use by the public subject to such regulations as shall from time to time be established by the administration. The Reservation Office, 255-8374, may be contacted for a copy of the current regulations.

Such use shall not interfere with the educational program of the school, and representatives of the public using the school property shall ensure its reasonable use.

Legal Reference: Connecticut General Statutes
10-239 Use of school facilities for other purposes
PA 97-290 An Act Enhancing Educational Choices and Opportunities

CREF 1510

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Buildings

ADMINISTRATIVE REGULATIONS ON
COMMUNITY USE OF SCHOOL FACILITIES **3551AR**

The use of all school facilities and grounds must be confirmed in writing by the Reservation Office, located at Central Office, at least seven (7) days in advance of the event. The Superintendent or designee retains the right to refuse the use of facilities when it is deemed not in the best interest of the school district.

SECTION I

Application to Reserve Use of School Facilities

- When to Apply: Minimum of seven (7) days in advance
- How to Begin: Call 255-8374 to ascertain availability of the facility
- Where to Apply: *Request For Use Of School Facilities Forms* are available at Central Office, 501 Kings Highway East, and at all school offices
- At Signing: Certificate of insurance must be provided for events that require insurance
- Deposit: 50% of estimated fee must accompany the completed application

Scheduled Use of School Facilities

When space is available, and school operations are not effected, the scheduled use of Fairfield Public Schools facilities may be made available to the organizations listed below in priority order (groups with 100% Fairfield residents are given priority over other groups of the same type).

1. Programs sponsored by the Fairfield Public Schools including Board of Education meetings, adult education, summer programs, and PTA events

2. Programs sanctioned by the school district to provide before and after school day care for Fairfield students
3. Town bodies such as RTM, Board of Finance, and Board of Selectmen
4. Recreation Department programs, including Fairfield Boy Scouts and Girl Scouts; Police Athletic League
5. Recreation Department summer programs
6. Fairfield YMCA summer programs

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Buildings

ADMINISTRATIVE REGULATIONS ON
COMMUNITY USE OF SCHOOL FACILITIES (continued) 3551AR

Section I (continued)

Scheduled Use of School Facilities (continued)

7. Programs sponsored by Fairfield residents
8. Programs of Fairfield based not-for-profit organizations
9. Summer programs (for-profit) managed by Fairfield Public School teachers with 100% Fairfield residents as participants, but not sponsored by Fairfield Public Schools with prior written approval by the Central Office Administration
10. Programs of non-Fairfield based not-for-profit organizations with prior written approval by the Central Office Administration, as space is available, may reserve space no more than sixty (60) days in advance

Payments

Checks are to be made payable to the Fairfield Public Schools and mailed to P.O. Box 320189, Fairfield, CT 06825. Bills will be rendered within thirty (30) days of the activity and payment is due immediately upon receipt of the bill. Organizations owing money to the Fairfield Public Schools for previous school building use are not eligible for future school building use until all their outstanding invoices are resolved.

Cancellations

The public school program has first priority in the use of facilities. In the event that a conflict should develop, the Fairfield Public Schools reserves the right and will make every effort to cancel the reservations at least seven (7) days in advance of the scheduled date. Renting organizations may cancel confirmed reservations without penalty no less than seven (7) business days prior to the event. All costs incurred through tardy cancellation notification must be paid by the renting organization.

Auditoriums

Auditorium approval is site specific. Due to the frequent use of school auditoriums by the Fairfield Public Schools, the Reservations Office must obtain clearance from multiple departments such as music and drama and/or the school administration before approval.

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Buildings

ADMINISTRATIVE REGULATIONS ON
COMMUNITY USE OF SCHOOL FACILITIES (continued) 3551AR

Section I (continued)

Stage Scenery / Equipment

Stage scenery may be left overnight by making arrangements with the custodian. The Renter shall assume full responsibility. All of the scenery must be stored at rear of backdrop or wings. When available, microphone, slide projector, and/or overhead projector will be provided if requested in advance. Stage and spot lighting require the services of stage personnel as determined by the principal or designee.

On-Site Personnel

It is required that a person designated by the Fairfield Public Schools as responsible for the building be on site at all times during building use. This individual is responsible for the opening and security of the building, turning the lights, electricity, heat, and air conditioning on and off, providing access to items such as microphones, washroom facilities, etc., and shall remain available to respond to emergencies in which the building is involved.

Restrictions and Prohibitions

- Illegal substances are prohibited.
- Smoking is prohibited.
- Alcoholic beverages are prohibited.
- Private parties are prohibited.
- Private professional services are prohibited.

- Events that present a major risk will not be permitted e.g., martial arts, live animals, contact sports, (wrestling, boxing, etc.) except when a bona fide part of the school curriculum.
- Individuals, organizations, or events whose activities are of a subversive nature, engender racial or religious prejudices, or are inimical to democracy will not be permitted.
- Non-Fairfield for profit businesses and organizations will not be permitted.

Business and Non-Instructional Operations

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ADMINISTRATIVE REGULATIONS ON
COMMUNITY USE OF SCHOOL FACILITIES (continued) 3551AR

Section I (continued)

Supervision

Usage must be strictly limited to the activity and space listed in the application. Adult supervision is required throughout all youth programs by the Renter or their designee. If the Renter is not in attendance at each function, a designee must be assigned to supervise. (Minimum standard is one adult per thirty (30) children.) The Renter must be at least twenty-one (21) years of age and a bona-fide resident of the Town of Fairfield.

Liability Insurance Requirements

Organizations or persons renting facilities from the Board of Education will be required to provide the following minimum insurance containing the language described below in items #1 and #2.

1. Commercial General Liability: One million dollars ($1,000,000) combined single limit per occurrence for bodily injury, personal injury, and property damage. Coverage shall include, Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability, and Broad Form Property Damage Coverage.

The following provisions must apply:

- the Town of Fairfield, Fairfield Board of Education, its officers, officials, employees, agents, Boards, and Commissions shall be named as **Additional Insured**. The coverage shall contain no special limitations on the scope of protection afforded to the Town of Fairfield;

- the outside group shall assume any and all deductibles in the described insurance policies; and
- the outside group's insurer shall have no right of recovery or subrogation against the Town and the described insurance shall be primary coverage.

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ADMINISTRATIVE REGULATIONS ON
COMMUNITY USE OF SCHOOL FACILITIES (continued) 3551AR

Section I (continued)

Liability Insurance Requirements (continued)

2. A Separate Policy for and in the Name of the Town of Fairfield and Fairfield Board of Education: The Town of Fairfield requires that a separate policy be purchased for and in the name of the Town to cover the specific event. The limit of this policy shall be one million dollars ($1,000,000) and include general liability and product / completed operations liability.

In addition to the provisions set forth in items #1 and #2, the following may also be required:

- an umbrella policy providing additional limits depending on the nature of the event; and/or
- if the organization will be using any outside vendors at the event, certificates of insurance conforming to the above will be required from the vendor as well as the Renter.

Non-Interference

The Renter's operation shall not interfere in any manner with the school's use or maintenance of the facility or infringe upon the normal method of operation. The Renter agrees that a determination by the Superintendent of the Fairfield Public Schools (or appropriate designee) will be accepted as final in evaluating activities which infringe on the rights of others and that the Renter will fully comply with any decisions in this matter. In addition, the Renter shall make every effort to ensure that all school equipment and facilities are maintained in the condition in which they were issued.

Damages

Renters of school facilities must assume full responsibility for any damage to the property or loss of equipment.

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ADMINISTRATIVE REGULATIONS ON
COMMUNITY USE OF SCHOOL FACILITIES (continued) 3551AR

Properties

Schools shall not be responsible for damage or theft of Renter's properties left unsupervised on the premises.

Waiver

If it's determined that any of the previous regulations are not applicable to a particular function, it will be at the discretion of the Superintendent of the Fairfield Public Schools or the Superintendent's designee to waive said regulations.

SECTION II

Custodial Services

The regular custodian on duty will open doors and turn on lights. Additional custodial service for any special arrangements such as additional chairs, desks, and equipment or any function / event serving food is required. An additional custodian is required on site at the elementary and middle schools if one hundred fifty (150) attendees are anticipated and/or three (3) separate rental activities take place at one time (the cost of the additional services will be proportionately divided among the renting groups). At the high schools, an additional custodian is required on site if three hundred (300) attendees are anticipated and/or three (3) separate rental activities take place at the same time (the cost of the additional services will be proportionately divided among the renting groups).

At all levels, an additional custodian is required for every one hundred fifty (150) anticipated attendees in addition to the above. The principal or designee will determine the personnel needs.

Kitchen Use

Arrangements for cafeteria workers and use of kitchen facilities and/or equipment must be made through the district's Food Services Office and are available only during the school calendar year. Reservations can be made by calling 255-8370. A CAFETERIA WORKER IS REQUIRED WHEN SCHOOL KITCHENS AND/OR EQUIPMENT ARE USED.

Business and Non-Instructional Operations

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ADMINISTRATIVE REGULATIONS ON
COMMUNITY USE OF SCHOOL FACILITIES (continued) 3551AR

Section II (continued)

Fire Protection

On-site uniformed Fire Department personnel are required for events and will be determined by the Fire Department. Basic guidelines:

- over five hundred (500) persons attending = one (1) Firefighter;
- over one thousand (1,000) persons attending = two (2) Firefighters;
- for every two hundred fifty (250) persons over one thousand (1,000) attending = one (1) additional Firefighter; and
- final determination is made by the Fire Marshall's Office based on the nature of the event.

The Renter will contact the Fire Department. In the event of a cancellation, the Renter must cancel by calling the Fire Marshall's Office at 254-4720 or be responsible for payment to the Fire Department.

The use of any open flame, smoke producing, or pyrotechnic device or effect is NOT allowed except by special permit. Inquiry must be made to the Fire Marshall's Office well in advance of the event date.

Any arrangement of seating or performing areas other than the usual fixed facilities must be reviewed by the Fire Marshall's Office for conformance to safety regulations.

Police Presence

The Reservations Office will advise prospective renters regarding the possible necessity of police presence. The Renter must make arrangements with the Police Department by calling 254-4830 when the anticipated crowd necessitates police security. The Police Department will determine the number of officers needed.

Business and Non-Instructional Operations

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ADMINISTRATIVE REGULATIONS ON
COMMUNITY USE OF SCHOOL FACILITIES (continued) **3551AR**
SECTION III

Rental Classification and Rates are per day or per hour as noted. Fairfield Not-for-Profit organizations using the same facility for the same use multiple times within a fiscal year will be capped at $5000 per fiscal year.

SCHOOL	**AREA**	**I** **Fairfield Not-for-Profit** Hourly	**II** **Fairfield Profit;** **Out-of-Town Not-for-Profit** Daily
Central Office	Board Room	$ 50/hr.	$1,000
Elementary	Cafeteria / APR	$ 25/hr.	$ 500
	Gymnasium	$ 25/hr.	$ 500
	Single Classroom*	$ 20/hr.	$ 400
	Grounds	$ 25/hr.	$ 500
Middle	Auditorium**	$100/hr.	$2,500
	Cafeteria	$ 35/hr.	$1,000
	Gymnasium	$ 35/hr.	$1,000
	Single Classroom*	$ 20/hr.	$ 400
	Grounds	$ 25/hr.	$ 500
High	Auditorium**	$100/hr.	$2,500
	Cafeteria	$ 35/hr.	$1,500
	Gymnasium	$ 35/hr.	$1,000
	Faculty Dining Room	$ 15/hr.	$ 300
	Single Classroom*	$ 20/hr.	$ 400
	Grounds	$ 50/hr.	$1,000
	Turf Field	$ 75/hr.	$ 150/hr.
	*set-up fees $100 per day per room		

	** Auditorium approval is site specific

Notes:

1. Faculty members renting the facilities for profit making programs that enhance the education of Fairfield students will be charged $50 per hour of use.
2. School sponsored activities, scouting groups, before and after school site specific day care centers, elected or appointed Town Boards, Committees and Commissions will not be assessed rental fees or overtime custodial fees. Overtime custodial costs will be paid by the Board of Education.
3. Bona fide Community Groups (as registered in the Selectman's Office) and Fairfield Not for Profit (501(c) (3)) using the facility during regular custodial hours will not be charged a rental fee. Custodians fees will apply if the event goes past 11:00 p.m. on a weeknight; the event occurs on a weekend; the event serves food; the event requires special arrangements (i.e. additional chairs, desks, equipment or reconfiguration of the room).
4. Fairfield-based non-profit (501(c) (3) organizations) will be charged a fee as per Column I. A copy of the 501(c) (3) letter must be attached to the application. Personnel fees may apply (see Personnel Rates).
5. Beginning July 1, 2007, school donations or student scholarships will no longer be considered as criteria for fee waivers.

Business and Non-Instructional Operations

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ADMINISTRATIVE REGULATIONS ON
COMMUNITY USE OF SCHOOL FACILITIES (continued) 3551AR

Section III (continued)

Column II Charges

Profit-making Fairfield organizations and non-profit non-Fairfield organizations will be charged a fee as per Column II. Personnel fees may apply (see Personnel Rates).

Personnel Rates

Custodial Services / Grounds Crew

Outside of normal working hours, the approximate rate is $35.00 per hour except for Sundays and holidays when the approximate rate is $45.00 per hour. There is a three (3) hour minimum charge.

Cafeteria Workers

Outside of normal working hours, the approximate rate is $39.00 per hour except for Sundays and holidays when the approximate rate is $52.00 per hour. There is a three (3) hour minimum charge. Prices do not include the cost of food.

Fire Protection

Approximate rates are $57.00 per hour. There is a three (3) hour minimum on Mondays - Thursdays and a four (4) hour minimum on Saturdays, Sundays, and holidays.

Police Presence

Approximate rates are $57.00 per hour. There is a four (4) hour minimum required.

Technical Assistant

Computer technicians and others may be available upon request. Fees to be determined.

Revised 8/29/2006
Revised 1/17/2007
Revised 4/4/07
Revised 6/13/2007
Revised 7/08/09

Business and Non-Instructional Operations

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ADMINISTRATIVE REGULATIONS ON
LENDING SCHOOL-OWNED EQUIPMENT **3552AR**

District owned equipment may be loaned to employees as follows:

- A *Loan of Equipment Request Form* must be completed.
- Examples of equipment that will not be loaned:
  - copy machines;
  - CTX projectors;
  - desktop computers excluding those allocated to IT or administrative staff for at-home support of district resources;
  - network printers;
  - servers, switches, hubs, and all other network equipment;
  - smart boards; and
  - any other item building administrators do not want to be removed from their buildings.
- It is strongly recommended that when employees borrow items of substantial value, such as laptops, they cover the item with appropriate insurance.

8/27/04

Fairfield Public Schools

LOAN OF EQUIPMENT REQUEST FORM

EMPLOYEE COMPLETES

Name _____

School/Dept._____ Position_____

School/Dept. Phone_____ Home Phone_____

Home Address_____

Date Requested _____ Date of Return_____

Make/Model/Description _____

_____

Purpose of Loan_____

ADMINISTRATOR COMPLETES

Revisions/Restrictions (if any) _____

_____

Date Approved_____

Authorized by (print name)_____

Authorized by (signature)_____

SIGN OUT

Make/Model/Serial Number_____

Accessories_____

Date Loaned_____ Date Due_____

I have read, and agree to, the *Administrative Regulations on Lending Fairfield Public School-Owned Equipment* as stated on the other side of this page.

Employee Signature_____

School Administrator or Designee_____

RETURN

Make/Model/Serial Number_____

Date Equipment Returned in Good Condition_____

Comments_____

Received by (print name)_____

Received by (signature)_____

Business and Non-Instructional Operations

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STOLEN PERSONAL PROPERTY 3553

If an item is stolen or damaged in school, and the item belongs to a student or staff member, neither the Town nor the Board is liable for that item. The only exception would be when a student or staff member brings in an item for limited school use (e.g., needed one time only) at the written request of an administrator. However, items that replicate system-provided capabilities, such as laptops owned by staff members, would not be covered.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

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SAFETY AND SECURITY **3560**

The Board shall guard against accidents by taking necessary precautions to protect the safety of students, employees, visitors, and others present on district property or at school-sponsored events.

The Board shall comply with all safety requirements established by governmental authorities and insist that its staff adhere to recommended safety practices pertaining to the school plant, special areas of instruction, student transportation, and school sports.

The Director of Operations shall be responsible for originating and enforcing safety regulations and procedures in school facilities and on school grounds.

The Deputy Superintendent shall be responsible for the supervision of an Emergency Protocol Manual and shall direct all personnel to cooperate with state, local, and insurance officials in the completion of fire safety inspections.

District safety rules and regulations are developed for students, employees, visitors, and others present on district property or at school-sponsored events for their protection. These rules and regulations are to be considered directive in nature and applicable to all. The district will maintain an Emergency Protocol Manual consisting of administrative guidelines that have been developed to describe actions to be taken if an emergency presents itself in the community or in a particular school.

All accidents involving the staff and students occurring on school property shall be reported to the Director of Operations on the prescribed form, giving details of the accident. Reports of serious accidents shall be communicated to the Superintendent and the Board.

Legal Reference: Connecticut General Statutes
10-203 Sanitation
10-207 Duties of medical advisors
10-231 Fire drills
29-389 Stairways and fire escapes on certain buildings

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

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Safety and Security

ASBESTOS CONTROL **3562**

It is required that parents or guardians, teachers, and employee organizations be annually informed in writing of the availability of management plans.

The school district will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA).

The Superintendent of Schools or designee shall develop regulations on the disturbance of these materials in the schools, including substituting, when possible, non-asbestos materials for asbestos materials.

Legal Reference: Connecticut General Statutes
Section 19a-329 through 19a-333
The Asbestos Hazard Emergency Response Act of 1986 (AHERA)

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

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ADMINISTRATIVE REGULATIONS ON
ASBESTOS CONTROL **3562AR**

To the extent asbestos materials are present in the buildings, the Superintendent shall adopt the following practices based on AHERA, EPA, and DPH guidelines:

- Use specifically accredited / certified persons to conduct inspections, as well as all laboratory tests, as required on all school buildings for asbestos-containing material.
- Submit proper ten (10) day notification document to the State of Connecticut that is filed and recorded.
- Take appropriate action to control the release of asbestos fibers, upon completion of inspection.
- Provide mandatory air clearance testing by a specifically accredited / certified person.
- Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the Department of Public Health.
- Post warning(s) on all areas containing asbestos, and send appropriate written notice to parents or guardians and employees, apprising them of the conditions and/or work.
- Keep all records, licenses, waste manifests, laboratory tests, and associated paperwork filed with the project and kept with the Maintenance Department and Principal's Office.

Any further information concerning the school district's procedures for asbestos control can be found in Central Office.

8/27/04

Business and Non-Instructional Operations

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Safety and Security

PEST MANAGEMENT / PESTICIDE APPLICATION 3563

The Board of Education believes that structural and landscape pests can pose significant hazards to people, property, and the environment. Pests are living organisms such as plants, animals, or microorganisms that interfere with human uses for the school site. Strategies for managing pest populations will be influenced by the pest species and the degree to which that population poses a threat to people, property, or the environment. Further, the Board also believes that pesticides can pose hazards to people, property, and the environment. The intent of this policy is to ensure the health and safety of students, teachers, staff, and all others using district buildings and grounds.

The goal of this pest management program is to manage pests in order to:

- enhance the quality of life, and to provide a safe and healthy learning environment for students, staff, and others;
- reduce any potential human health hazard and/or to protect against a significant threat to public safety;
- prevent loss or damage to school structures or property;
- prevent pests from spreading in the community or to plant and animal populations beyond the site.

The school district shall incorporate Integrated Pest Management procedures (IPM) to manage structural and landscape pests and the toxic chemicals for their control in order to alleviate pest problems with the least possible hazard to people, property, and the environment. Integrated Pest Management (IPM) is the coordinated use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means with the least possible hazard.

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, or biological means. Chemical controls shall be used as a last resort. This policy establishes that the school district shall use pesticides only after consideration of the full range of alternatives, including no action, based upon an analysis of the environmental effects, safety, effectiveness, and costs. The Manager of Facilities shall be responsible to implement Integrated Pest Management (IPM) procedures and to coordinate communications with hired contractors utilized by the district to control a pest problem.

Business and Non-Instructional Operations

Non-Instructional Operations

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PEST MANAGEMENT / PESTICIDE APPLICATION (continued) 3563

Whenever it is deemed necessary to use a chemical substance, the school district will provide notification to all parents or guardians and staff from the target site(s) who have registered for advance notification. Parents or guardians and staff requesting advance notification will be notified as soon as possible of such intended use by any method practicable. Notices shall also be posted in designated target areas within the school or on school grounds at least twenty-four (24) hours prior to the application except in emergency situations.

At the beginning of each school year and at the time a student is registered, parents or guardians shall be informed of the district's pest management policy.

Information regarding pesticides used and areas treated shall be maintained for a period of five (5) years at the school site and made available to the public and staff upon request. The district shall establish and maintain accurate records of all chemical use and their storage locations.

Pesticide applications shall be limited to non-school hours and when activities are not taking place in the area requiring treatment.

Legal Reference: Connecticut General Statutes
22a-46 Short title: Connecticut Pesticide Control Act
22a-54 Pesticide applicators, certification, classification, notice, fees, reciprocity; financial responsibility; aircraft, tree, public employee applicators
22a-58 Records to be kept by distributors and applicators
23-61b Licensing for arboriculture; examination; fees; renewal; suspension, revocation. Nonresidents. Records. Pesticides
PA 99-165 An Act Concerning Notice of Pesticide Application in Schools and Day Care Centers
Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 US Code 136 et seq.

Approved 8/27/04
Approved 11/27/07

Business and Non-Instructional Operations

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IDENTIFICATION BADGES 3564

Each employee will be provided with an identification badge. The badges contain the employee picture, name, and location of employment. Badges are color coded by location.

Employees must wear the badges at all times when on school premises or during school activities. All badges must be worn in plain sight.

The Administrative Regulations contain the procedures for obtaining an employee identification badge for either the first time or as a replacement.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

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Safety and Security

ADMINISTRATIVE REGULATIONS ON IDENTIFICATION BADGES 3564AR

Replacement Badge

Employees are expected to wear their security identification badges at all times. If you lose, misplace, or damage your badge or require a replacement ID badge for any other reason, please follow the procedure below:

1. Employee immediately reports to supervisor or designee that his badge has been lost, misplaced, damaged, or other.

2. The supervisor or designee provides the employee with a temporary identification badge to use while the replacement badge is processed. The supervisor or designee is to obtain the original badge from the employee if damaged.

3. The supervisor or designee sends an e-mail to the Human Resources department staff processing new hires with the subject line of the e-mail containing the phrase **"REPLACEMENT BADGE REQUEST"**. If the e-mail does not contain this exact phrase in the subject line, the request for a replacement badge may not be received.

4. The Human Resources department staff will send the replacement badge via interoffice mail to the school's main office secretary where the employee can turn in the temporary badge and pick up the replacement badge.

Please note: The Business Office reserves the right to charge a fee after one (1) replacement badge has been issued.

Terminating Employees

Any staff member who terminates employment with Fairfield Public Schools shall surrender their employee identification badge to their supervisor or designee at the end of their last date of employment. It is the supervisor's or designee's responsibility to collect the badge and destroy it.

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Safety and Security

ADMINISTRATIVE REGULATIONS ON IDENTIFICATION BADGES (continued) **3564AR**

New Hires

All new employees will be photographed and badges provided as part of their application and contract acceptance procedure through the Human Resources department. Should a staff member not receive a badge before their first day, the school or department will issue a temporary badge until such time as a new badge is issued.

Badge Identification Colors

Red:	Board of Education Members Central Office Employees Multi-site Employees Maintenance Department
Blue:	School Staff and Faculty School Custodial Staff Tutors
Green with Picture:	Interns Long Term Substitutes
Green without Picture:	Student Teachers (who are not interns) Substitutes
TBD:	Yellow

8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

TRANSPORTATION 3600

HOME TO SCHOOL TRANSPORTATION 3610

WALK TO SCHOOL DISTANCES 3610.1

School bus transportation shall be provided for students living in excess of the following walking distances from their neighborhood schools:

- elementary ¾ mile;
- middle 1 mile; and
- high 1 ½ mile.

Students living within the above referenced walking distances shall be provided school bus transportation if required by the applicable provisions of Sections 3610.2, 3610.3, and 3610AR.

Students living within the established walking distances may be provided transportation on a space available basis in accordance with Section 3610AR, "Courtesy Rides".

Legal Reference: Connecticut General Statutes
10-186 Duties of local and regional boards of education
10-220 Duties of boards of education
14-275 Equipment and color of school buses
14-275a Use of standard school bus required, when
14-275b Transportation of handicapped students
14-275c Regulations re school buses and motor vehicles used to transport special education students
14-276a(c) Town/school district may require its school bus operators to have completed a safety training course
14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

Home to School Transportation

CONTIGUOUS TOWNS **3610.2**

The Fairfield Board of Education will not provide transportation for students attending elementary or secondary non-public schools in contiguous school districts except for students whose placement in said school is for special education purposes or other requirements of state law such as vocational schools.

Legal Reference: Connecticut General Statutes
10-186 Duties of local and regional boards of education
10-220 Duties of boards of education
14-275 Equipment and color of school buses
14-275a Use of standard school bus required, when
14-275b Transportation of handicapped students
14-275c Regulations re school buses and motor vehicles used to transport special education students
14-276a(c) Town/school district may require its school bus operators to have completed a safety training course
14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles

Approved 8/27/04

Business and Non-Instructional Operations

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Transportation

Home to School Transportation

DEFINITIONS **3610.3**

Walking Distance is the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and his school from a point at the curb or edge of a public road or highway nearest the pupil's residence to a designated point at each school site. The "designated point" is a point on the curb in the parking lot closest to the front door of the building except for Holland Hill and Tomlinson which will be a point on the curb on the road closest to the front door of the building. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet.

Bus Stop is a geographical location designated by the Board of Education or a designated administrator where pupils can safely wait for the purposes of boarding or disembarking a school bus. Permanent school bus stops will not be established for regular school transportation grades K-12, which cause school buses to enter cul-de-sacs, unless this provision results in students walking greater than the established distance for their grade level.

Raised walk area or sidewalk means a portion of the landscaped right of way at least three (3) feet wide, usually parallel to the traffic lanes which, may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area, or fencing; apart from and independent of any white line safety markings along the street pavement.

Student is a child enrolled in the Fairfield Public Schools and/or a child for whom the Board of Education is required to provide bus transportation under either Connecticut General Statutes or the terms of this policy.

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

Home to School Transportation

DEFINITIONS (continued) **3610.3**

Legal Reference: Connecticut General Statutes
10-186 Duties of local and regional boards of education
10-220 Duties of boards of education
14-275 Equipment and color of school buses
14-275a Use of standard school bus required, when
14-275b Transportation of handicapped students
14-275c Regulations re school buses and motor vehicles used to transport special education students
14-276a(c) Town/school district may require its school bus operators to have completed a safety training course
14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles

Approved 8/27/04

Business and Non-Instructional Operations

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Transportation

ADMINISTRATIVE REGULATIONS ON
HOME TO SCHOOL TRANSPORTATION **3610AR**

Courtesy Rides

A courtesy ride is transportation provided to students who live within walk zones upon request of the parent or guardian.

- Rides may be available when capacity permits while leaving some empty seats to accommodate changes in student loads, students moving into the school, shifts in bus routes, and other unknowns.
- Courtesy rides are assigned for only one (1) school year at a time. Students, who were courtesy riders at the end of the prior school year, receive a form to apply for a courtesy ride for the following school year for the same school. Requests from returning riders living furthest from school will be accommodated first and have a priority over new requests.
- If bus ridership increases during any school year, courtesy ride permission may be withdrawn.
- New courtesy applications must be received no later than August 1st to be considered for the first week of school.
- New courtesy riders, who apply prior to August 1st, will be granted rides by giving priority among new requests to those who live furthest from the school. After August 1st, rides will be granted in the order in which they are received.
- Students, who apply after August 1st, and those who cannot be accommodated by the first week of school, will be notified AFTER the third week of school of seat availability.
- Courtesy rides are only available at scheduled stops where students are already being picked up and/or dropped off.

Bus Stop Schedules and Rider Eligibility

Bus stop schedules will be published in local newspapers on approximately August 15th of each year.

Names of students who are entitled to school transportation may be verified in school offices and the Transportation Office two (2) weeks prior to the beginning of school.

The list of street addresses showing ride eligibility is available at any time in all schools, the Transportation Office, and Central Office.

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

ADMINISTRATIVE REGULATIONS ON
HOME TO SCHOOL TRANSPORTATION (continued) 3610AR

Requests to Change Bus Stops

The school administration and the bus company have reviewed all bus stops. In addition, many stops have been reviewed by the Board of Education's Transportation Safety Advisors.

Requests to change a bus stop location and/or add / delete a stop must be made in writing. In responding to such requests, student safety is the primary criteria. Changing a bus stop is a complex process; such changes require a physical examination by an authorized school system representative and a consultation with the bus contractor. If a change is granted, each family is notified. The bus route is then reviewed and modified.

Requests for a change for non-safety issues (day care, visibility of stop from home, etc.) will only be made upon agreement of all families at the stop or if no other students are involved.

Hazardous Conditions

A. The maximum walking distances from home to school or to a prescribed point of embarkation are the following:

- elementary ¾ mile;
- middle 1 mile; and
- high 1 ½ mile.

Any walking route to either the bus stop or the school, which is in excess of the above distances, shall be hazardous.

B. Any street or road having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exist:
   - for pupils in grades Kindergarten through 5, absence of pedestrian crossing light or crossing guard where three (3) or more streets intersect, and at street crossings where there are no stop signs or crossing guards and the traffic count during the time that pupils are walking to or from school exceeds sixty (60) vehicles per hour at the intersection;

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

ADMINISTRATIVE REGULATIONS ON
HOME TO SCHOOL TRANSPORTATION (continued) 3610AR

Hazardous Conditions (Section B continued)

- for pupils enrolled in grades 6 through 12, the absence of a traffic light, stop signs, or crossing guard where three (3) or more streets intersect and has a traffic count which exceeds ninety (90) vehicles per hour during the time that pupils are walking to or from school;
- for all pupils, any street, road, or highway with speed limits in excess of forty (40) miles per hour which do not have pedestrian crossing lights, crossing guards, or other safety provisions at points where pupils must cross when going to or from school or the bus stop; or
- for all pupils, the usual or frequent presence of any nuisance such as open manholes, construction, snow plowed or piled on the walk area making walkways unusable, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five (5) miles per hour, and the like, including such nuisance which is hazardous or attractive to children.

C. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed hazardous if any one of the following conditions exist:

- for pupils in grades Kindergarten through 5, any street, road, or highway possessing a traffic count of sixty (60) or more vehicles per hour at the time that pupils are walking to or from school;
- for all pupils, the presence of man-made hazards including attractive nuisances, as stated in Section B, fourth bullet;
- for all pupils, any roadway available to vehicles that does not have a minimum width of twenty-two (22) feet;
- for all pupils, any roadway available to vehicles when plowed free of snow accumulations, does not have a minimum width of twenty (20) feet; or
- for all pupils in grades Kindergarten through 5, any street, road, or highway possessing a speed limit in excess of thirty (30) miles per hour.

D. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed hazardous when the line-of-sight visibility together with posted speed limits do not permit vehicular braking / stopping in accordance with the Connecticut Department of Motor Vehicles, Connecticut Department of Transportation, or other reasonable standard.

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

ADMINISTRATIVE REGULATIONS ON
HOME TO SCHOOL TRANSPORTATION (continued) 3610AR

Hazardous Conditions

E. Any walkway, path, or bridge in an area adjacent or parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier along the entire pedestrian route is present and fixed between pupils and the track; and any crossing of railroad tracks that carry moving trains during the hours that pupils are walking to or from school shall be deemed hazardous unless:

- a crossing guard is present; or
- an automatic control bar is present at crossings used by pupils under age ten (10) or a bar or red flashing signal light is operational when the crossing is used by pupils over ten (10) years of age.

F. A lake, pond, stream, culvert, waterway, or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the pupil and the water.

G. Any area adjacent to a roadway, walkway, sidewalk, or bridge having a drop of three (3) or more feet per four (4) feet of travel length on either side of the established lanes, the absence of a fence or other suitable barrier shall be deemed hazardous for pupils in grades Kindergarten through 8.

H. Any street, road, walkway, sidewalk, or path designated as a walking route for all school pupils which passes through an area which has a history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when pupils ordinarily walk to or from school shall be deemed hazardous.

Special Exceptions

Kindergarten students who receive transportation both to and from school will embark and disembark as near their residence as practical during the kindergarten-only school bus transportation. At all other times, these students will utilize the normally planned stops.

Pupils possessing physical handicaps and/or health conditions rendering them unable to walk to either the bus stop or school, as determined by their physician, the school medical advisor, and/or the PPT process, shall receive appropriate transportation.

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

ADMINISTRATIVE REGULATIONS ON
HOME TO SCHOOL TRANSPORTATION (continued) **3610AR**

Special Exceptions (continued)

Transportation services for special education pupils shall be determined on an individual basis.

Exception

The administration may grant an exception to any provision of these regulations wherein a particular condition or combination of conditions renders such condition(s) a hazard based upon reasonable judgment.

Late Buses

The transportation contract contains a provision that financially penalizes the bus company when buses are substantially late. Schools and others should use the *Transportation: Deviation from Schedule Log Form* to notify the Fairfield Transportation Supervisor of any lateness that may result in a financial penalty to the bus company.

NOTE: These regulations are applicable to private roads approved for passage of school transportation vehicles in accordance with Connecticut General Statutes 10-220c.

8/27/04

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

TRANSPORTATION: DEVIATION FROM SCHEDULE LOG
(Daily transportation, sports trips, field trips, etc.)

Please indicate <u>only</u> buses that are 15 minutes or more late to their final location (e.g., school).

Please return to:
THE TRANSPORTATION DEPARTMENT by school mail or fax to X8250.

We need your assistance in obtaining accurate information with regard to buses arriving late at schools and activities. Please have the appropriate person from your building note the time of arrival and departure of daily school buses, sports trips, field trips, etc.

Individual completing form_____
(Please provide a name in case we need to follow up)

SCHOOL _____ **DATE** _____

Late School Bus Number	Other I.D. If Possible	Scheduled Arrival Time	Actual Arrival Time	Departure Time(if available)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

BUS DRILLS **3615**

The Board recognizes that orderly and rapid evacuation of a school bus in an emergency may prevent injury or death of students.

The bus contractor shall be responsible for seeing that each bus driver instructs students regarding safe evacuation of the bus in an emergency. This shall include instruction on the use of both emergency doors and windows if appropriate.

The Transportation Supervisor, along with school principals, shall establish a calendar for providing drills as set forth in the Connecticut State Statutes: "At least twice during each school year, each pupil shall be instructed in safe riding practices, and participate in emergency evacuation drills. Precautions shall be taken to prevent accidental injuries. Responsibility for compliance with this section shall rest with the school administration."

Legal Reference: Connecticut General Statutes 14-275c-16 Pupil instruction (Motor Vehicle Section)

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

ATHLETIC AND SCHOOL TRIP TRANSPORTATION 3620

ATHLETIC EVENTS 3620.1

Transportation for athletic events may be fulfilled by private transportation companies on a unit trip basis, or through other non-contracted transportation arrangements.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

Athletic and School Trip Transportation

SCHOOL TRIPS **3620.2**

School trips may be arranged with the incumbent home-to-school bus contractor or other commercially available public transit vehicles.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

Athletic and School Trip Transportation

RENTAL VEHICLES **3620.3**

Rental of vehicles for specific purposes shall conform to all Connecticut Motor Vehicle Department regulations regarding the transportation of school children and licensing requirements for public service operations.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

TRANSPORTATION COMPLAINTS 3630

All complaints concerning school transportation safety will be made to the Transportation Supervisor. The Supervisor will maintain a written record of all such complaints, and will conduct appropriate investigations of the allegations.

The Superintendent or designee will provide the commissioner of Motor Vehicles with a copy of the written record of complaints within thirty (30) days of the end of the school year. A copy of the communication will be shared with the Board.

Legal Reference: Connecticut General Statutes 10-221c Development of policy for reporting complaints re school transportation safety

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

BUS ACCIDENT WITH CHILDREN ABOARD 3640

In the event of an accident (which includes any kind of impact), the bus driver shall immediately contact the emergency services dispatcher (911) by cell phone, radio, or other means and inform him of the location of the accident, and provide information on injuries, if any. The bus driver shall then contact the bus depot and follow the current procedures as stated in the Administrative Regulations. The driver shall remain at the accident scene until a representative arrives from the bus contractor's office.

In the event of a mechanical breakdown the students shall remain under the control of the bus driver until a replacement vehicle arrives or the problem is corrected.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

ADMINISTRATIVE REGULATIONS ON
BUS ACCIDENT WITH CHILDREN ABOARD **3640AR**

In the event of an accident (which includes any kind of impact), the bus driver shall immediately contact the emergency services dispatcher (911) by cell phone, radio, or other means and inform them of the location of the accident, and provide information on injuries, if any. The bus driver shall then contact the bus depot and follow the current procedures as stated in these Administrative Regulations. The driver shall remain at the accident scene until a representative arrives from the bus contractor's office.

If necessary, the Fairfield Police Department or bus depot will contact emergency medical services for appropriate action.

The bus driver should assist the Police, EMS, or a Fairfield Public School liaison to confirm names of all students and note any injuries.

The Fairfield Public School Transportation department will then contact the principal and Central Office, providing all pertinent information.

Bus drivers are not to release students to parents or guardians until directed by an administrator or the Fairfield Police Department.

The Superintendent or designee will arrange, if necessary, alternate transportation from the scene of the accident to home or school, as appropriate.

If injuries are minor, the children are transported back to the school where the school nurse will evaluate them and treat or refer them as necessary. The nurse will then complete accident reports for any students treated. If there are major injuries, a Fairfield Public School liaison will be sent to the hospital where he would contact the families and remain there to greet and offer support. No medical information would be provided. The Fairfield Public School liaison would then update the Superintendent, Principal, and Central Office.

The principal will confirm that all families have been notified.

The Superintendent or designee will contact the Board of Education and mobilize support. The Superintendent or designee will coordinate notification to the school community and the press.

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

ADMINISTRATIVE REGULATIONS ON
BUS ACCIDENT WITH CHILDREN ABOARD (continued) 3640AR

In the event an accident occurs on a field, sports, or other trip not during regular school hours, the adult in charge will be responsible for seeing that the accident procedures are followed.

Students are not permitted to leave the school group during the trip unless prior written permission from a parent or guardian is received (CREF 6330AR).

8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

AUTHORIZED TRANSPORTATION FOR PERSONNEL 3650

Authorized personnel will receive transportation allowances for expenses incurred in the performance of their duties.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

FOOD SERVICE **3700**

SCHOOL LUNCH PROGRAM **3710**

The Board shall operate and maintain a school lunch program, which shall function in accordance with State and Federal program requirements. The program, insofar as possible, shall be self-supporting.

The Supervisor of Food Services shall be responsible for the immediate operation and supervision of the school lunch program and shall report to the Director of Operations.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Food Service

School Lunch Program

FREE OR REDUCED PRICE LUNCHES 3711

The Fairfield Public Schools may participate in the National School Lunch Program. Authorization is granted to the Superintendent of Schools or designee to act on behalf of the Board for purposes of participating in this program. All applicable state and federal guidelines will be followed.

The Supervisor of Food Services shall be designated as the official who will review applications and make determinations of eligibility. The Director of Operations will hear appeals when a parent or guardian is dissatisfied with the administration's decision.

The Supervisor of Food Services shall send a letter outlining the eligibility criteria and a form on which to make application for free meals to the parent or guardian of children who may be eligible. This shall be done at the beginning of each school year and whenever there is a change in eligibility criteria.

Legal Reference: Connecticut General Statutes
10-215 Lunches, breakfasts and other feeding programs for public school children and employees
10-215b Duties of state board of education re feeding program
10-215b-1 Competitive foods
10-216 Payment of expenses
State Board of Education Regulations

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Food Service

School Lunch Program

FOOD SALES OTHER THAN NATIONAL SCHOOL LUNCH PROGRAM 3712

The Board recognizes that good nutrition is essential to peak academic performance for students and to long-term health. The Board supports nutrition programs and nutrition education as an integral part of a high-quality education.

To ensure that foods served at schools address modern nutritional needs and to protect the health of students, the principal will address control over the sale of non-cafeteria / competitive food. For the purposes of this policy, "competitive food" means any food that is sold in competition with the school lunch program.

The district will permit vending machines and the sale of competitive foods in the middle and high schools in accordance with this policy and Policy 3720 Vending Machines.

Schools will not offer to sell other non-cafeteria / competitive foods to students on campus from one-half (1/2) hour before the first lunch period to one-half (1/2) hour after the last lunch period.

The principal, School Cafeteria Supervisor, and Supervisor of Food Services are responsible for ensuring that foods from vending machines and other non-cafeteria / competitive foods are sold in compliance with federal guidelines, state statute, and district policy.

Legal Reference: Connecticut General Statutes
10-215b-1 and -23 Duties of state boards of education re feeding programs
National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol. 45, No. 20, Tuesday, January 29, 1980, pp. 6758-6772)

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Food Service

VENDING MACHINES **3720**

The Board of Education has determined that there shall be no installations of vending machines except as approved by the Superintendent of Schools or designee. Vending machines are operated as a revenue-producing endeavor and as a convenience for students, staff, and patrons. All revenue produced from this source shall be deposited in the designated fund as approved by the Board of Education, Superintendent of Schools, or designee.

Legal Reference: State Board of Education Regulations 10-215b-1 Competitive foods

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

AUXILIARY AGENCIES **3800**

HEALTH SERVICES **3810**

From time to time, the Superintendent shall request the Town Health Officer to make such recommendations regarding school facilities and procedures that ensure the health and safety of students and staff in the Fairfield Public Schools.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Auxiliary Agencies

HEALTH SUPPLIES **3820**

Funds for the acquisition of health supplies shall be budgeted as part of the Board's appropriation.

These materials will be provided to the nurses at all buildings.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Buildings **3900**

Naming of Facility **3901**

The Board of Education shall be solely responsible for naming all school buildings and components of school buildings. The components within a school that may be considered for naming include auditoriums, libraries, gymnasiums, athletic facilities and facilities of like stature.

Although not binding, it is the intent of this policy that when considering naming a school or school component strong consideration shall be given to names of persons who have made a significant contribution to education or the Town of Fairfield. Final approval will rest with the Board of Education.

Policy adopted:
5/23/06

SCHOOL CONSTRUCTION **3910**

Preparation and processing of the necessary forms for State and Federal aid shall be the responsibility of the Director of Operations.

The Director of Operations and the Manager of Construction, Security, and Safety shall inspect and report to the Superintendent or designee the status of all new construction and equipment before final approval by the Board of Education.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Buildings

PLAYGROUNDS 3920

Existing Playgrounds

Playgrounds are a part of the elementary school's outdoor recreational facilities. However, they are not a required school facility.

The Fairfield Public School's maintenance department is responsible for safety inspections and general maintenance of the playgrounds. Using funds budgeted specifically for playground maintenance and safety, the district's staff has been able to provide regular maintenance and certain repairs. When major components of a playground are beyond repair, the practice has been for the district to remove the unsafe equipment. When funds are available, the district provides a nominal contribution towards the cost of replacement.

In addition, a substantial investment of public funds and resources is provided through the Board's maintenance department and the Town's Public Works in the form of labor and materials. They have been responsible for items such as site renovation around playgrounds, ground cover with long-lasting material specifically designed to absorb impact and resist decay, erosion barriers, and installation of new equipment.

New Playgrounds at Existing Schools

When new playgrounds are constructed at school sites, internal maintenance crews currently support the "heavy work" for the installation of playgrounds. They will dig curtain drains and footings, and provide ground cover and erosion barriers to contain the ground cover. They are often responsible to remove old playground equipment and old footings.

These playgrounds become subject to local building codes or regulations. When installed as part of a school building project, the playground also comes under the scrutiny of the Connecticut State Department of Education. Additionally, the United States Consumer Product Safety Commission and the Americans with Disabilities Act provide certain standards and requirements for playgrounds.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Buildings

ADMINISTRATIVE REGULATIONS ON PLAYGROUNDS 3920AR

In order to ensure the safety and consistency of Fairfield's school playgrounds, the following administrative regulations are established:

- All playgrounds installed on school property must meet all safety, code, and accessibility standards and/or regulations.

- The Superintendent of Schools or a designee must approve the design, materials, components, and installation of any new playground or playground renovation.

- In the interest of safety and reduction of maintenance costs, wooden structures or components will no longer be installed. All new installations and/or replacements of segments must be constructed of plastic or other synthetic materials.

- Prior to the replacement or installation of any playground, written plans shall be provided to the Board's maintenance department for review. At its discretion, the district will provide the assistance of a design professional for the project review.

- Plans will be reviewed for appropriateness of equipment, design of structure, placement on property, and method of installation.

- Once a playground is installed at a school, it becomes the responsibility of the Fairfield Public Schools. The Fairfield Public Schools retains the right to modify, remove, or replace any playground equipment located on school property.

The Future of Playgrounds

- The construction, replacement, or upgrade of elementary school playgrounds will be recommended as part of any of the following elementary school construction projects:

    1. Code compliance projects;
    2. Projects to construct a new or re-opened school;
    3. Projects to update core facilities; or
    4. Projects to expand or update elementary schools.

Business and Non-Instructional Operations

Non-Instructional Operations

Buildings

ADMINISTRATIVE REGULATIONS ON PLAYGROUNDS 3920AR (continued)

- When parent groups desire to "build" or renovate a playground, and the project is approved by a designated administrator, seed money of approximately $5,000 will be provided. These funds will be used to defray the cost of professional design assistance, ground cover, erosion control, and other materials or services used in the playground installation process.

  Additional funds may be provided to schools based on the number of AFDC applicants attending the school as compared to other schools in the district.

8/27/04

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Personnel

PERMANENT PERSONNEL **4100**

RECRUITMENT AND SELECTION **4110**

The Board of Education is committed to the policy of recruiting and retaining the best, qualified staff within the limitations of the budget and the approved compensation.

Major criteria for selection shall be based on credentials, interviews, references, evaluation of previous performance, and personal qualities of the applicants. Personnel shall be considered on the basis of their effectiveness without discrimination as defined by law.

The recruitment and selection of all staff shall be based on the following:

- The Fairfield Board of Education in its employment practices shall not discriminate. It is an equal opportunity employer.
- Furthermore, the Fairfield Board of Education shall actively seek candidates among minority groups for filling vacancies existing for all certified and non-certified positions in the Fairfield Public Schools.
- The Fairfield Board of Education shall always choose the best qualified candidate to fill any vacancy while avoiding discriminatory practices as prohibited by Connecticut General Statutes.

Legal Reference: Connecticut General Statutes
10-151 Employment of teachers. Notice and hearing on termination of contract.
10-153 Discrimination on account of marital status.
10-220 Duties of Boards of Education (as amended by PA 98-252)
46a-60 Discriminatory employment practices prohibited
Title IX Equal Employment Opportunity
American With Disabilities Act (ADA)
Family Medical Leave Act (FMLA)

Approved 8/27/04

Personnel

Permanent Personnel

NON-DISCRIMINATION / AFFIRMATIVE ACTION: EQUAL EMPLOYMENT OPPORTUNITY 4111

The Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action, and termination) on the basis of race, color, religion, age, sex, familial status, sexual orientation, national origin, ancestry, disability, genetic information, or any other protected group, except in the case of a bona fide occupational qualification or need.

Legal Reference: Connecticut General Statutes
Title VII of the Civil Rights Act of 1964, 42 USC 2000e
Age Discrimination in Employment Act, 29 USC 621
Americans with Disabilities Act, 42 USC 12101
46a-60 Connecticut Fair Employment Practices Act
10-153 Discrimination on basis of marital status
PA 91-58 An Act Concerning Discrimination on the Basis of Sexual Orientation

Approved 8/27/04

Personnel

FAIRFIELD PUBLIC SCHOOLS ACCEPTABLE USE POLICY (AUP) FOR SCHOOL PERSONNEL **4118.5**

Purpose

The purpose of policy is to provide common standards for the use of Fairfield Public Schools electronic communications by all employees for within Fairfield and across state and national boundaries. This policy has been developed to make users aware of acceptable uses of the Fairfield Public Schools **computer network** and of prohibited or unacceptable uses.

Policy Compliance

This *Acceptable* Use *Policy* includes a set of guidelines for using the Fairfield Public Schools computer network. It applies to users accessing other networks, including the Internet, through the network. Unacceptable uses occurring on other networks are a violation of the *Acceptable Use Policy*.

General Principles for Use

Use of Fairfield Public Schools Network must be consistent with the mission and goals of The Fairfield Public Schools.

The network is a school district resource, and use thereof is subject to the same rules as other school district resources. Personal use of the network for work not related to Fairfield School District is limited in scope to occasional use. Each individual with Fairfield Public Schools' network access is responsible for controlling its use.

1. All federal and state laws concerning computers, networks, and personal conduct apply when using Fairfield School Districts' computing resources. Users are accountable for their conduct under applicable District policies, procedures, and collective bargaining agreements. Users must act responsibly, respecting the rights of other users, maintaining the security of network resources, preserving the integrity of data, and complying with all pertinent licensing and contractual agreements. Responsible behavior also includes common sense preventive measures such as checking all downloaded files for computer viruses, and reporting suspected or potential security violations to management. Established internal

Personnel

FAIRFIELD PUBLIC SCHOOLS ACCEPTABLE USE POLICY (AUP) FOR SCHOOL PERSONNEL **4118.5**

General Principles for Use (continued)

publishing policies, regulations, standards and guidelines used for traditional paper publishing are generally applicable to all forms of online publishing. Web page and other online document publishers are responsible for the content of the pages they publish and are expected to abide by the highest standards of quality and responsibility.[2]

2. Information accessed through the District network should be viewed as proprietary (i.e., subject to copyright laws, trademarks, etc.) unless specifically stated otherwise, *in writing*, by the owners or holders of rights.
3. The downloading of any software products via the District network may be subject to licensing and contractual agreements.
4. E-Mail messages are considered public records and are therefore legally discoverable and subject to record retention policies.
5. The content of files or services made available through the District network is the responsibility of the persons originating them and the department for which they work. It is the district's responsibility to make these individuals aware of all applicable Federal laws, State laws and agency policies and to review content for compliance with them.
6. As a user of the Fairfield Public Schools' Network, you may access other networks (and/or the computer systems attached to those networks). Each network or system has its own set of policies and procedures. Actions allowed on one network may be forbidden on other networks. It is the user's responsibility to abide by the policies and procedures of these other networks.
7. The network is a shared resource and users must be mindful of the impact their activities have on network resources and other users.
8. As a user, it is important to identify yourself clearly and accurately in all electronic communications. Concealing or misrepresenting your name or affiliation to mask irresponsible or offensive behavior is a serious abuse. Using identifiers of other individuals as your own constitutes fraud.
9. Users should be aware that commercial service providers are not required to provide notification when fees are charged for services. Incurring such fees is subject to the Fairfield Schools' purchasing procurement procedures.

[2] Website and Home Page Development – 6416R

Personnel

FAIRFIELD PUBLIC SCHOOLS ACCEPTABLE USE POLICY (AUP) FOR SCHOOLPERSONNEL **4118.5**

Encouraged Uses

The Fairfield Public Schools computer network is intended to provide a means for appropriate educational activities and support services. The district grants access to the network and the Internet by users only for educational activities authorized under the guidelines, procedures, and specific limitations contained in this document and other supporting district policies. All e-mail messages sent or received by personnel of the Fairfield Public Schools shall be retained in electronic form through the use of the district's electronic back-up system. E-mail messages sent or received by personnel of the Fairfield Public Schools pertaining to specific students or containing personally identifiable student information shall be maintained as part of the educational records of the individual student in question and disclosed to parents and eligible students upon request as part of the student's educational record. All personnel shall restrict use of e-mail concerning students to information that would otherwise be transmitted in writing by memorandum and maintained as part of the student's permanent educational record. All personnel shall restrict use of e-mail on subjects other than students to information that is appropriate for maintenance in the district's permanent and publicly available records and information. E-mail communications are not transient in nature and no message shall be sent by e-mail that is in the nature of a voice or telephone communication. E-mail messages concerning particular students may be sent outside of the Fairfield Public Schools (including messages to parents), consistent with the Family Educational Rights and Privacy Act (FERPA) only to secure, verified valid e-mail addresses, such that the message may be read only by the intended addressee. Such messages must be marked to identify the confidential nature of the communication and the obligation of the recipient to maintain the confidentiality of the information contained in the message. Suggested language is as follows "*Notice: This e-mail message, including any attachments, is for the sole use of the intended recipient(s). If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Please note that messages may be subject to the Connecticut Freedom of Information Act and to the confidentiality provisions of the Family Education Rights and Privacy Act.*"

Unacceptable Uses

The employee is responsible for his/her actions and activities involving school unit computers, networks and Internet services and for his/her computer files, passwords and accounts. General examples of unacceptable uses which are expressly prohibited include but are not limited to the following:

Personnel

FAIRFIELD PUBLIC SCHOOLS ACCEPTABLE USE POLICY (AUP) FOR SCHOOL PERSONNEL **4118.5**

Unacceptable Uses (continued)

1. The use of Fairfield Public Schools computer network for illegal or inappropriate purposes is prohibited. Illegal activities are violations of local, state, and/or federal laws and regulations[3] Inappropriate uses are violations of the intended use of the network, as defined in this document.
2. The District computer network is not to be used for unauthorized access to any computer system, application or service.
3. The District computer network is not for private, commercial purposes, such as business transactions between individuals and/or commercial organizations.
4. It is not acceptable to use the District network to interfere with or disrupt network users, services, or computers. Disruptions include, but are not limited to, distribution of unsolicited advertising, and propagation of computer viruses.
5. It is not acceptable to use or engage in acts that are deliberately wasteful of computing resources or which unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, broadcasting unsolicited mailings or other messages, creating unnecessary output or printing, or creating unnecessary network traffic.
6. The Fairfield Schools' network may not be used in support of a campaign for public office.
7. Any use that is illegal or in violation of other Board policies, including harassing, discriminatory or threatening communications and behavior, violations of copyright laws, etc.;
8. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;
9. Any inappropriate communications with students or minors;
10. Any use for private financial gain, or commercial, advertising or solicitation purposes;

[3] *Connecticut General Statutes*, Sec. 53a-251

Personnel

FAIRFIELD PUBLIC SCHOOLS ACCEPTABLE USE POLICY (AUP) FOR SCHOOL PERSONNEL **4118.5**

Unacceptable Uses (continued)

11. Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school-sponsored organization; to solicit membership in or support of any non-school-sponsored organization; or to raise funds for any non-school-sponsored purpose, whether for-profit or not-for-profit. No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or appropriate administrator.
12. Any communication that represents personal views as those of the school unit or that could be misinterpreted as such;
13. Downloading or loading software or applications without permission from the system administrator;
14. Opening or forwarding any e-mail attachments (executable files) from unknown sources and/or that may contain viruses;
15. Sending mass e-mails to school users or outside parties for school or non-school purposes without the permission of the system administrator for other designated administrator;
16. Any malicious use or disruption of the school unit's computers, networks and Internet services or breach of security features;
17. Any misuse or damage to the school unit's computer equipment;
18. Misuse of the computer passwords or accounts (employee or other users);
19. Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;
20. Any attempt to access unauthorized sites;
21. Failing to report a known breach of computer security to the system administrator;
22. Using school computers, networks and Internet services after such access has been denied or revoked; and
23. Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules.

The above policy was adapted from the State of Connecticut Acceptable Use Policy Telecommunications Network, CABE and the Town of Fairfield Acceptable Use Policy

Approved 2/24/2009

Personnel

Permanent Personnel

APPOINTMENT AND CONDITIONS OF EMPLOYMENT 4120-4140

APPOINTMENT 4121

Administrative

The Board shall make appointments of Headmasters and Principals based on the recommendation of the Superintendent.

All Other Employees

The Superintendent or designee shall select all other employees and execute all contracts with them as the agent of the Fairfield Board of Education.

Approved 8/27/04
Approved 7/24/2007

Personnel

Permanent Personnel

Appointment and Conditions of Employment

CERTIFICATION / LICENSING **4122**

Personnel holding a position for which a certificate or license is required by either statute or regulations must present such evidence prior to employment.

Legal Reference: Connecticut General Statutes 10-145d-400
Part I Definitions
Part II General conditions
Part III Types of certificates
Part IV Special authorizations
Part V Reissue and cross endorsement of certificates
Part VI Early childhood, elementary, or middle school certificates
Part VII Middle grades
Part VIII Secondary academic
Part IX Special subjects or instructional areas
Part X Applied curriculum and technology subjects
Part XI Vocational technical
Part XII Special education: blind, partially sighted, or hearing impaired
Part XIII Special services certificates
Part XIV Administrative
Part XV Adult education
Part XVI Discontinued endorsements and prior authorization
Part XVII Appeal process

Approved 8/27/04

Personnel

Permanent Personnel

Appointment and Conditions of Employment

HEALTH EXAMINATION 4123

All personnel, on appointment, shall present evidence of physical and mental fitness in accord with the requirements prescribed by the Fairfield Department of Health. Such evidence shall include a Mantoux tuberculin skin test done within the past year.

On request of the Superintendent, any staff member may be required to present evidence from a qualified physician that he is physically and/or mentally qualified to perform his duties in a satisfactory manner.

Approved 8/27/04

Personnel

Permanent Personnel

Appointment and Conditions of Employment

SECURITY CHECK / FINGERPRINTING 4124

In order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check including fingerprinting.

Legal Reference: Connecticut General Statutes 10-221d Criminal history records checks of school personnel. Fingerprinting, Termination or dismissal.

Approved 8/27/04

Personnel

Permanent Personnel

Appointment and Conditions of Employment

PERSONNEL RECORDS 4125

The Superintendent or designee shall be responsible for the maintenance of personnel files subject to the requirements of the Connecticut General Statutes and contracted conditions of employment.

Legal Reference: Connecticut General Statutes
1-213 Agency administration. Disclosure of personnel, birth, and tax records
1-214 Objection to disclosure of personnel or medical files
1-206 Denial of access to public records or meetings
10-151a Access of teacher to supervisory records and reports in personnel file
10-151c Records of teacher performance and evaluation not public records

Approved 8/27/04

Personnel

Permanent Personnel

Appointment and Conditions of Employment

ASSIGNMENT OF PERSONNEL 4126

The Superintendent or designee shall make assignments of personnel in the best interest of the Fairfield Public Schools.

The Superintendent or designee shall specify and assign duties to personnel, and shall be responsible for the enforcement of such rules and other contractual obligations as the Board may from time to time establish for the proper and efficient operation of the school district.

The assignment of personnel may include assignments, at times, not restricted to the traditional school day in order to maximize the effectiveness of staff, programs, and time for instruction.

Transfers shall be made in the best interest of the Fairfield Public Schools.

Approved 8/27/04

Personnel

Permanent Personnel

Appointment and Conditions of Employment

EVALUATION **4127**

The Board shall act in accordance with Connecticut General Statutes and/or the respective Collective Bargaining Agreement(s) developed by the Board of Education and the various bargaining unit(s).

All non-certified personnel are on probation for a period of one (1) year from the date of employment or as noted within the respective Collective Bargaining Agreement.

Non-certified personnel shall be formally evaluated twice during the first year of services and once a year thereafter.

Legal Reference: Connecticut General Statutes
10-145b Teaching certificates
10-151b Evaluation by superintendent of certain educational personnel (as modified by PA 95-58, An Act Concerning Teacher Evaluations, Tenure, and Dismissal
10-220a In-service training. Professional development. Institutes for educators. Cooperative and beginning teacher programs, regulations

Approved 8/27/04

Personnel

Permanent Personnel

Appointment and Conditions of Employment

TENURE **4128**

Attainment of tenure in the Fairfield Public Schools shall be in compliance with the requirements of the Connecticut General Statutes.

Approved 8/27/04

Personnel

Permanent Personnel

Appointment and Conditions of Employment

TERMINATION OF EMPLOYMENT 4129

In accordance with Connecticut General Statutes and/or the corresponding Collective Bargaining Agreement, personnel whose performance is deemed unsatisfactory shall be terminated or if necessary recommended by the Superintendent to the Board of Education for termination of employment.

Possession of Weapons

Employees possessing firearms or legally defined weaponry while on school premises will be subject to employment termination proceedings.

Approved 8/27/04

Personnel

Permanent Personnel

PERIODIC PERSONNEL REPORTS 4150

The Superintendent or designee shall make a written report to the Board at each of its business meetings, such report to include the specifics of all personnel changes, which have occurred during the period since the last report.

Approved 8/27/04

Personnel

RIGHTS, RESPONSIBILITIES, AND DUTIES 4200

All employees of the school system are subject to the policies of the Board, applicable laws, and current employee agreements.

Approved 8/27/04

Personnel

Rights, Responsibilities, and Duties

TITLE IX **4210**

NOTICE IS HEREBY GIVEN to all persons that Fairfield Public Schools, in accordance with Federal Regulations set forth in the Federal Register, Vol. 40, No. 108, June 4, 1975, does not discriminate on the basis of sex in any education program or activity which it provides, promotes, or promulgates. This non-discrimination policy extends to employment and admission procedures. The Title IX Coordinator for the Fairfield Public Schools is the Assistant Superintendent of Human Resources and Leadership Development, P. O. Box 320189, Fairfield, Connecticut 06825 or 255-8369.

Questions regarding programs or activities may be directed to the Superintendent of Schools or designee. Questions relating to the employment practices and procedures may be directed to the Assistant Superintendent of Human Resources and Leadership Development.

Resolution of specific problems and interests for staff relating to Title IX will follow the established grievance procedures as set forth in the appropriate Collective Bargaining Agreements with the Board of Education.

Resolution of specific problems and interests for students relating to Title IX will follow procedures as follows:

1. First, discuss the problem or interest with the classroom teacher, or if it is a building-wide problem, with the building principal.

   If it is a system-wide problem or you cannot get any satisfaction from the building principal or classroom teacher, contact the Superintendent of Schools or designee.

2. If the problem is not resolved to your satisfaction by someone from the Superintendent's Office, then either write a letter to the Secretary of the Board of Education at P. O. Box 320189, Fairfield, Connecticut 06825, or come to a regularly scheduled meeting of the Board of Education and speak to the matter under the agenda item "Hearing of Citizens".

3. If the matter is not resolved to your satisfaction by the Board of Education, you also have recourse to the State Commissioner of Education in Hartford.

Personnel

Rights, Responsibilities, and Duties

TITLE IX (continued) **4210**

In accordance with Section 86.6(b) of the Title IX Regulations, students or employees may report any grievances directly to the Director of the Regional Office for Civil Rights, U.S. Department of Health and Human Services, Government Center, J. F. Kennedy Federal Building - Room 1875, Boston, Massachusetts 02203.

It is the intention of the Fairfield Public Schools to accommodate the learning needs of all students irrespective of the sex of the student.

CREF 5545

Approved 8/27/04

Personnel

Rights, Responsibilities, and Duties

SEXUAL HARASSMENT 4211

The Fairfield Board of Education is committed to safeguarding the right of all employees within the school district to a work environment that is free from all forms of sexual harassment including molestation and unwelcome fraternization. Therefore, the Board condemns all unwelcome behavior of a sexual nature which is either designed to extort sexual favors from an employee as a term or condition of employment, or which has the purpose or effect of creating an intimidating, hostile, or offensive working environment. The Board also strongly opposes any retaliatory behavior against complainants or any witnesses.

Any employee who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately so that appropriate corrective action may be taken at once. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct, will ensure that an investigation is promptly commenced by appropriate individuals.

The Superintendent of Schools is directed to develop and implement specific procedures on reporting, investigating, and remedying allegations of sexual harassment.

Sexual harassment also includes any such conduct on the part of an employee toward a student.

No employee shall engage in any such conduct or condone such conduct by students. Furthermore, retaliation against an employee or student making a complaint is also prohibited.

Violations of this policy will result in disciplinary action. This disciplinary action may include, but is not limited to, a reprimand, probation, suspension, or termination.

Complaints should be referred to the Title IX Coordinator at the site of the occurrence:

- either high school, the Administrator for Pupil Services and Guidance
- any middle school, the Assistant Principal
- any elementary school, the Principal

A complaint could also be filed with the Assistant Superintendent of Human Resources and Leadership Development, P. O. Box 320189, Fairfield, Connecticut 06825 or 255-8369.

Personnel

Rights, Responsibilities, and Duties

SEXUAL HARASSMENT (continued) **4211**

Investigations of the alleged violations shall commence immediately and a report rendered to the Superintendent within forty (40) days. Those involved with a sexual harassment investigation are expected to protect the confidentiality of all individuals and information related to the case. Investigations will be documented with a written, factual report, regardless of the investigation's outcome. Findings of an investigation may be appealed to the Board of Education.

Legal Reference: Civil Rights Act of 1964, Title VII, 42 USC §2000-e2(a)
Equal Employment Opportunity Commission Policy Guidance (N-915.035) on Current Issues of Sexual Harassment, effective 10/15/88
Meritor Savings Bank, FSB v. Vinson 477 US.57 (1986) 29 CFR Para. 1604.11 (EEOC)
Faragher v. City of Boca Raton, No. 97-282 (US Supreme Court, June 26, 1998)
Burlington Industries, Inc. v. Ellerth, No. 97-569 (US Supreme Court, June 26, 1998)
Gebbser v. Lago Vista Indiana School District, No. 99-1866 (US Supreme Court, June 26, 1998)
Connecticut General Statutes 46a-60 Discriminatory employment practices prohibited

Approved 8/27/04

Personnel

Rights, Responsibilities, and Duties

SMOKING BY SCHOOL EMPLOYEES 4220

Smoking by school employees will not be permitted in any public school building or on school grounds in the Town of Fairfield during the school day. Students and staff in the Continuing Education Program and adults attending meetings in school buildings may smoke in designated outside areas equipped with receptacles for ashes and associated debris.

Legal Reference: Drug Free Workplace Act, 102 Stat. 4305-4308
Drug-Free Schools and Community Act, PL 99-570, as amended by PL 101-226 (199)
21 USC 812, Controlled Substances Act, I through V, 202
21 CFR 1300.11 through 1300.15 regulations
54 Fed. Reg. 4946 (1989)
Connecticut General Statutes
1-21b Smoking prohibited in certain places

Approved 8/27/04

Personnel

Rights, Responsibilities, and Duties

DRUG FREE WORKPLACE 4225

In accordance with the Drug Free Workplace Act of 1988 and the Drug Free School and Communities Act, it is the policy of the Fairfield Public Schools to prevent and prohibit the use, distribution, or possession of drugs and alcohol on school premises or as part of any of its activities off school property. Further, any use of drugs or alcohol, which would impair an employee's performance during school hours is prohibited.

Violations of this policy including the possession, use, distribution of any drug or alcohol or drug paraphernalia, and/or being under the influence of drugs or alcohol on school property or at any school-sponsored event will be dealt with in accordance with the Administrative Regulations.

Since drug or alcohol use and abuse may be indicative of serious underlying problems, the Board of Education shall make every effort to offer an employee help and assistance that could include early identification of substance abuse problems, referral for treatment, and aftercare.

In dealing with infractions school personnel recognize that a sanctuary will not be provided for those who violate local, state, and federal law. The Administrative Regulations will govern the involvement of the Police Department with respect to violations, which occur on school property or at school-sponsored events.

Legal Reference: Drug-Free Workplace Act, 102 Stat. 4305-4308
Drug-Free Schools and Community Act, PL 99-570, as amended by PL 101-226 (1991)
21 USC 812, Controlled Substances Act, I through V, 202
21 CFR 1300.11 through 1300.15 regulations
54 Fed. Reg. 4946 (1989)
Connecticut General Statutes
1-21b Smoking prohibited in certain places
19-443(6) Exception

Approved 8/27/04

Personnel

Rights, Responsibilities, and Duties

ADMINISTRATIVE REGULATIONS ON
DRUG FREE WORKPLACE **4225AR**

Employees who violate the provisions of Board of Education Policy 4225, Drug Free Workplace, will be subject to disciplinary action, consistent with applicable state and federal laws which may include the involvement of the Police Department and referral for criminal prosecution. Disciplinary action will include, at a minimum, a letter of reprimand and may include, but is not limited to, suspension or termination from employment. Enrollment and successful completion of an appropriate substance abuse rehabilitation program may be required at the discretion of the administration.

Employees of the Fairfield Public Schools shall report any suspected violation of Policy 4225, Drug Free Workplace, to an administrator or directly to the Superintendent of Schools. The Superintendent or designee will immediately investigate the allegation and meet with the alleged violator. Any disciplinary sanctions imposed will ensure that similar violations are treated similarly.

All employees will be notified of this policy on a yearly basis, and be made to recognize compliance is mandated.

Information about available drug and alcohol counseling, rehabilitation, and re-entry programs will be made available to employees.

8/27/04

Personnel

Rights, Responsibilities, and Duties

WEAPONS AND DANGEROUS INSTRUMENTS 4230

All dangerous instruments and weapons (guns, knives, etc.) are prohibited on school property, student transportation, and at school-sponsored activities. Such instruments and weapons shall be confiscated. Any violation will be reported to the police. School officials shall pursue appropriate disciplinary or legal action.

Exceptions may be made at the discretion of the administration for school-provided or school-approved equipment that has an educational purpose. (e.g., knives in the restaurant program)

Legal Reference: Connecticut General Statutes 10-221 Board of Education to prescribe rules, policies, and procedures

Approved 8/27/04

Fairfield Board of Education
Fairfield, Connecticut

NOTICE

ELECTRONIC MONITORING **4235**

This policy also serves as the required posting notice.

Pursuant to the authority of Public Act 98-142, the Board of Education hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While the Board may not actually engage in the use of electronic monitoring, it reserves the right to do so when determined to be appropriate by the Board or the Superintendent of Schools at their discretion.

"Electronic monitoring," as defined by Public Act 98-142, means the collection of information on school district premises concerning employees' activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photo-electronic, or photo-optical systems. The law does not cover the collection of information (A) for security purposes in any common areas of the Board of Education premises which are open to the public, or (B) which is prohibited under other state or federal law.

All staff members are made aware of the following:

- Virtually, all electronic devices retain a record of each use and the information about that use may be recoverable.
- Electronic communications may not be secure and therefore may not be an appropriate means by which to communicate confidential or sensitive information.
- Freedom of Information Regulations apply to information maintained and/or communicated electronically as well as to information maintained or communicated on other media.

The following specific types of electronic monitoring may be used by the school district in its facilities:

- Monitoring of e-mail and other components of the school district's computer system for compliance with policies.
- Video surveillance of employee parking areas for security purposes.
- Telephone monitoring (office, professional calls only) for quality control and performance assessment.
- Monitoring of electromagnetic card access system for security purposes.

ELECTRONIC MONITORING (continued) **4235**

The law also provides that, where electronic monitoring may produce evidence of misconduct, the school district may use electronic monitoring without prior notice when the Board and/or Superintendent have reasonable grounds to believe employees of the school system are engaged in conduct that (1) violates the law, (2) violates the legal rights of the Board of Education or other employees, (3) creates a hostile work environment, or (4) violates Board policy or regulations.

Questions about electronic monitoring in the workplace should be directed to the Superintendent of Schools or members of the administrative staff.

Approved 8/27/04

Fairfield Board of Education
Fairfield, Connecticut

NOTICE

ELECTRONIC MAIL **4240**

This policy also serves as the required posting notice.

Electronic Mail is provided to members of the staff primarily for the purpose of conducting the business of the school system and fulfilling one's work responsibilities. The Board of Education encourages the use of electronic mail services to share information, to improve communication, and to exchange ideas. Occasional non-commercial, personal use (within reason) is allowed.

Freedom of Information Regulations apply to information maintained and/or communicated electronically as well as to information maintained or communicated on other media. Users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters.

Network administrators may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on district servers will be private.

E-mail should be read by the person to whom it is addressed. It is not to be read by any staff member, including those with sufficient computer system privileges. However, users should be aware that on occasion, network and computer operations personnel, system administrators, and personnel conducting audits may, during the performance of their duties, inadvertently see the contents of e-mail messages. They are not permitted to disclose or otherwise use what they may have seen except as required legally or in an extreme emergency. Management, however, reserves the right to periodically monitor employees' use of any electronic system.

All employees are expected to conduct themselves with the same integrity and personal demeanor in electronic communications as in face-to-face dealings with one another.

Any use perceived to be illegal, harassing, offensive, or in violation of other policies could be the basis for disciplinary action including restriction of access to the system, up to and including termination of employment.

ELECTRONIC MAIL (continued) **4240**

The following behaviors are examples not permitted on district networks:

- Abuse or any deliberate attempt to disrupt computer resources.
- Any attempt to break into computer resources at the Board of Education or other sites.
- Extreme network etiquette violations including mail that degrades, demeans, or harasses other individuals or uses obscene language.
- Engaging in practices that threaten the network (e.g., loading files that may introduce a virus).
- Violating copyright laws.
- Use of e-mail for commercial, private, or personal business purposes.
- Sharing of one's e-mail account or access password.
- Trespassing in others' folders, documents, or files.
- Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.
- Other behaviors in violation of district policy or regulations.
- Chain mail such as jokes, greeting cards, and religious media.

Violations will result in appropriate disciplinary action(s).

The law also provides that, where electronic monitoring may produce evidence of misconduct, the school district may use electronic monitoring without prior notice when the Board or Superintendent have reasonable grounds to believe employees of the school system are engaged in conduct that (1) violates the law, (2) violates the legal rights of the Board of Education or other employees, (3) creates a hostile work environment, or (4) violates Board policy or regulation.

Questions about electronic monitoring in the workplace should be directed to the Superintendent of Schools or members of the administrative staff.

Legal Reference: Connecticut General Statutes
The Freedom of Information Act
PA 98-142 An Act Requiring Notice to Employees of Electronic Monitoring by Employees

CREF 3530

Approved 8/27/04

Personnel

Rights, Responsibilities, and Duties

CELL PHONE USE **4245**

The district provides cell phones to selected employees in order to carry out activities directly related to their job responsibilities. Cell phones may not be used while driving a vehicle unless the cell phone is operated using a hands-free device. If a hands-free device is not available, the vehicle must be stopped while communicating by cell phone.

All cell phone accounts are managed by the Business Office, including, arrangements for calling plan, type of telephone instrument, and any and all other arrangements with an equipment or service provider. District cell phones may not be purchased through individual school budgets or other school accounts.

Cell phones shall be used only by the individual to whom it is issued and are restricted from personal use (both incoming and outgoing) except in the case of bona fide emergencies.

The loss or theft of a cell phone shall be reported immediately to the Business Office.

CREF 3540

Approved 8/27/04

Personnel

Rights, Responsibilities, and Duties

USE OF WORKPLACE FACILITIES, PROPERTY, AND RESOURCES 4250

The Board of Education gives notice to all employees that school system facilities, property, and resources are provided for uses, which are consistent with the employee's job responsibilities. Other uses of school system facilities, property, and resources require prior written approval of the Reservation Office, with the exception of reasonable personal use. Employees may not use school facilities for profit-making enterprises such as tutoring instruction without prior written approval from the Central Office Administration.

CREF 3520

Approved 8/27/04

Personnel – Certified/Non-Certified

Non-School Employment **4251**

School personnel may receive compensation for outside employment or similar activities provided such employment or activities do not interfere with the proper discharge of their assigned duties in the school district, do not constitute a conflict of interest, and/or do not cause poor public relations within the community. It is expected that any outside activity performed by school personnel will be carried on in a business-like and ethical manner. School personnel shall not endorse any outside academic, athletic or other educationally-related program in a manner that states, suggests or implies that the Fairfield Public Schools will provide a benefit of any kind to a student who participates in that outside program. Moreover, no endorsement shall state, suggest or imply that the Fairfield Public Schools endorses the outside program(s) in which the school personnel participate.

It shall be considered a conflict of interest for school personnel to receive compensation to privately tutor, otherwise provide educational services to or otherwise employ students in their classes or on their caseload.

In addition, school personnel shall not receive any compensation or material gain from individuals outside the school system for school materials, property provided by the school system or for services rendered while performing their jobs, unless they receive prior written approval from the Superintendent or his/her designee. Furthermore, school personnel shall not use any school materials as part of their outside employment or activities unless they receive prior written approval from the Superintendent or his/her designee.

This policy shall not preclude school personnel from providing homebound instruction to children at the direction of the Board of Education or Administration.

Policy Adopted: 3/28/2006
Revised and Approved 3/25/2008
Revised and Approved 6/10/2008

Personnel

Rights, Responsibilities, and Duties

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS 4255

The Fairfield Public School District is committed to the establishment of a drug and alcohol misuse prevention program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991. The district shall adhere to federal law and regulations requiring a school bus drivers drug and alcohol testing program.

Contracts for transportation approved by this district shall contain assurance that the contractor will establish a drug and alcohol testing program that meets the requirements of federal regulations and this policy and will actively enforce the regulations of this policy as well as federal requirements.

Legal Reference: United States Code, Title 49
2717 Alcohol and controlled substances testing (Omnibus Transportation Employee Testing Act of 1991)
Code of Federal Regulations, Title 49
40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs
382 Controlled Substance and Alcohol Use and Testing
395 Hours of Service Drivers
Holiday v. City of Modesto (1991) 229 Cal. App. 3d. 528, 540
International Brotherhood of Teamsters v. Department of Transportation 932 F. 2d 1292 (1991)
American Trucking Association, Inc. v. Federal Highway Administration (1995) WL 136022 (4th circuit)
Connecticut General Statutes PA 95-140 An Act Authorizing Drug Testing of Drivers of Certain Commercial Motor Vehicle

Approved 8/27/04

Personnel

Rights, Responsibilities, and Duties

PROCEDURE FOR RESOLVING GRIEVANCES 4260

In resolving personal or class action grievances, all parties concerned shall act in accordance with the grievance procedures outlined in the appropriate Collective Bargaining Agreement.

Approved 8/27/04

Personnel

EMPLOYEE SAFETY **4300**

ACCIDENTS AND ABSENCES **4310**

All accidents shall be reported to the Superintendent of Schools or designee on a prescribed form.

All absences shall be reported in accordance with instructions to staff members by their immediate supervisor.

Legal Reference: Connecticut General Statutes
10-233g Boards to report school violence. Reports of principals to police authority
10-235 Indemnification of teachers, board members, and employees in damage suits; expenses of litigation
10-236a Indemnification of educational personnel in the line of duty
53a-18 Use of reasonable physical force

Approved 8/27/04

Personnel

Employee Safety

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS 4320

In accordance with the United States Department of Labor, Occupational Safety and Health Administration regulations dealing with "Safe Workplace" standards related to exposure to bloodborne pathogens, the Board has developed and will implement procedures to protect at risk employees. These procedures, contained in the Fairfield Public Schools Emergency Protocol Manual, are designed to comply in full with applicable federal and state law regulations. The procedures will be overseen by the Superintendent or designee, in conjunction with the Fairfield Health Department, for periodic review and update. Copies of the procedures will be kept in the Nurse's Office at each school and in Central Office. The procedures will be monitored by the Connecticut Department of Labor.

It is the policy of the Board of Education, through these procedures, to take all necessary actions to protect its employees from infectious diseases, and in particular, HIV and Hepatitis B Virus, a life-threatening bloodborne pathogen.

The Board will further provide training and protective equipment to those persons who, by virtue of the performance of job duties, are at risk to come in contact with bloodborne infectious disease. Finally, all at-risk employees of the Board, as defined in the procedures, will be offered the vaccine for Hepatitis B Virus, a life-threatening bloodborne pathogen.

Training, needed protective equipment, and vaccination, as specified in the procedures, will be provided at no cost to the personnel described above as a safety precaution.

Legal Reference: 29 CFR Part 1910.1030 *Occupational Exposure to Bloodborne Pathogens*; Final Rule
Connecticut State Agencies Regulations Section 31-372-101-1910.1030
Connecticut General Statutes 31-372 Adoption of federal and state standards. Variance.

Approved 8/27/04

Personnel

REPORTING OF CHILD ABUSE AND NEGLECT 4400

In compliance with Connecticut General Statutes, the Fairfield Board of Education recognizes all professional and paraprofessional school employees as mandated reporters in all suspected cases of child abuse and neglect in and out of school. In order to protect children from injury, abuse, and neglect any suspicion of such must be immediately reported by such an employee to his immediate supervisor, the agency designated by State Statutes, and to the Superintendent or designee.

Legal Reference: Connecticut General Statutes:

17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surroundings without court order (as amended by PA 96-246 and PA 00-220)

17a-101a Report of abuse or neglect by mandated reports

17a-106 Cooperation in relation to prevention, identification, and treatment of child abuse/neglect

10-151 Teacher Tenure Act

CREF 5517

Approved 8/27/04

Personnel

ADMINISTRATIVE REGULATIONS ON
REPORTING OF CHILD ABUSE AND NEGLECT **4400AR**

The State Law

Section 17a-101 of the Connecticut State Statutes has been enacted for the protection of children from abuse and has been established:

- to protect children whose health and welfare may be adversely affected through injury and/or neglect;
- to strengthen the family and to make the home safe for children by enhancing the parental or custodial capacity for good child care; and
- to promote a temporary or permanent nurturing and safe environment for children when necessary.

For the above purposes, the reporting of suspected child abuse is required as well as an investigation by a social agency, and provision of services, where needed, to such child and family.

Mandated Reporters

Mandated reporters who have reasonable cause to suspect or believe that a child under the age of eighteen (18) is in danger of being abused or has had non-accidental physical injury, or injury which is at variance with the history given of such injury, inflicted upon him by a person responsible for such child's health, welfare, or care or by a person given access to such child by such responsible person, or has been neglected, shall report to the DCF or police and to the designated school administrator.

The following school personnel are required by law (section 17a-101 of the Connecticut General Statutes) to report any suspected child abuse and neglect or at risk children with the understanding that failure to do so shall result in a fine of not more than $500.00:

- School Principal
- School Teachers
- School Nurses
- School Psychologists
- School Guidance Counselors
- Social Workers
- Dental Hygienists
- Licensed Physicians
- Licensed Substance Abuse Counselors
- Physical Therapists
- School Paraprofessionals

Mandated reporters are protected by immunity from liability (section 17a-101b).

Personnel

ADMINISTRATIVE REGULATIONS ON
REPORTING OF CHILD ABUSE AND NEGLECT (continued) 4400AR

Definitions of Child Abuse

Child Abuse is defined as the non-accidental physical or mental injury, sexual abuse, or neglect of a child under the age of eighteen (18) by a person responsible for the child's health, welfare, or care or by a person given access to the child by the responsible person.

Physical Abuse is defined as injuring a child by shaking, beating, burning, or other similar acts.

Sexual Abuse is defined as engaging in sexual behavior with a child or allowing sexual exploitation of a child.

Emotional Abuse is defined as excessive belittling, teasing, or berating which impairs a child's psychological growth.

Child Neglect is defined as failing to provide for a child's basic needs (i.e., food, clothing, shelter, hygiene, education, medical care, and supervision).

Child at Risk is defined as reasonable cause to believe or suspect a child is in danger of being abused as opposed to belief that the abuse has actually occurred.

Department of Children and Families (DCF)

Cases of suspected child abuse and/or neglect are to be reported to DCF. It is the responsibility of this agency to investigate each case and conduct an evaluation to determine the necessity for treatment for the family. The primary purpose of the investigation is treatment of the family and correction of the problem rather than criminal prosecution.

NOTE: Cases of suspected abuse and/or neglect of intellectually disabled students between the ages of eighteen (18) and twenty (20) are reported to the State of Connecticut Office of Protection and Advocacy for Persons With Disabilities.

Reporting Procedures

A staff member (reporter) suspecting a child is abused / neglected or is in danger of being abused / neglected must report the suspicion. If there is any doubt about making a report, such doubt is resolved in favor of the child. No person shall prohibit or interfere with a report or referral to the DCF.

Personnel

ADMINISTRATIVE REGULATIONS ON
REPORTING OF CHILD ABUSE AND NEGLECT (continued) 4400AR

To Report an Incident

- The reporter will make the oral report of suspected abuse to the DCF Child Protection CARELINE (1-800-842-2288) within twenty-four (24) hours. This line is active twenty-four (24) hours a day, seven (7) days a week.

- Inform the principal or designee that you have reported a suspected case of child abuse or neglect.

- Submit a written report to the DCF within forty-eight (48) hours (DCF Form #136) and to the school principal or designee.

NOTE: If a reporter believes a child is in extreme, immediate danger, the reporter should call the police at once. If a report is made orally, to the police, the reporter must submit a written report (DCF Form #136) to DCF within forty-eight (48) hours of contacting the police.

Report Contents

The report should contain the following information, if known:

- name, age, gender of child, and address and telephone number of family;
- nature and extent of injuries, maltreatment, or neglect;
- approximate date and time the injury, maltreatment, or neglect occurred;
- the circumstances in which it became known to the reporter;
- information about previous injury, maltreatment, or neglect of the child or siblings;
- name of the person suspected to have caused the injury, maltreatment, or neglect;
- any other information the reporter believes would be helpful; and
- any action taken to treat or help the child.

Mandated reporters cannot make anonymous reports of suspected abuse to DCF. Although a mandated reporter may request that DCF keep confidential his identity, DCF cannot absolutely assure such confidentiality.

Notification of Parent

In the case of child neglect, the principal or designee has the responsibility of notifying the child's parent or guardian that an incident has been reported to DCF.

Personnel

ADMINISTRATIVE REGULATIONS ON
REPORTING OF CHILD ABUSE AND NEGLECT (continued) 4400AR

Notification of Parent (continued)

In the case of physical abuse, consultation with DCF must occur before deciding who has the responsibility for notifying the parent or guardian.

In all cases of sexual abuse, DCF has the responsibility of initial notification of parent or guardian.

In every case of suspected child abuse, the principal must immediately notify the Superintendent of Schools.

Documentation

All matters and records relating to suspected abuse or neglect of a student must be maintained in a confidential manner.

The school district's copy of the written report to the DCF is kept in the student's Cumulative Health Record. The school nurse should also update the child's school health record to reference any assessment of the child's health status that was conducted in support of a referral made to the DCF or the police. When assessment of the child's health status is so noted, the final disposition of the DCF referral should be added to the school health record following the DCF investigation.

Procedures for Reporting Suspected Child Abuse by a School Employee

If an employee of the school system has reasonable cause to suspect that another employee of the school system is a perpetrator of child abuse or neglect, that employee must report that information orally to DCF or to the police within twenty-four (24) hours. After making the report, the reporter must notify the Superintendent of Schools or designee.

Upon receipt of such information the Superintendent or designee is required to do the following immediately.

1. Contact the child's or youth's parent or guardian and advise them that a member of the school staff is suspected of possible abuse or neglect of their child.

Personnel

ADMINISTRATIVE REGULATIONS ON
REPORTING OF CHILD ABUSE AND NEGLECT (continued) 4400AR

Procedures for Reporting Suspected Child Abuse by a School Employee (continued)

2. Make a written report to the Commissioner of Education containing the following information:

    - name and address of child's parent or guardian;
    - nature and extent of injury;
    - name of school employee; and
    - any other information the Superintendent believes to be helpful in establishing the cause of injury or injuries and protecting the child.

A written report must be filed with DCF within forty-eight (48) hours. The employee who made the oral report to the DCF or to the police will send a written report to the DCF (DCF Form #136).

If a DCF or police investigation indicates there are findings of abuse or neglect, immediate action must be taken to protect the child.

Cases Involving a Certified Employee of Suspected Abuse

When an investigation by the DCF produces evidence that a certified school employee abused or neglected a child.

The Superintendent must:

- immediately suspend the employee with pay;
- notify the Board of Education within seventy-two (72) hours; and
- notify the Commissioner of Education.

The Board of Education must convene and ratify the Superintendent's action.

The suspension will remain in effect until the Board has the opportunity to act under the Teacher / Tenure Law and/or until the accused is found innocent.

Personnel

ADMINISTRATIVE REGULATIONS ON
REPORTING OF CHILD ABUSE AND NEGLECT (continued) 4400AR

Cases Involving a Non-Certified Employee Suspected of Child Abuse

When an investigation by the DCF produces evidence that a non-certified school employee abused or neglected a child.

The Superintendent must:

- immediately suspend the employee with pay; and
- notify the Board of Education within seventy-two (72) hours;

The Board of Education must convene and ratify the Superintendent's action.

The suspension will remain in effect until the Board has the opportunity to act under the Teacher / Tenure Law and/or until the accused is found innocent.

Non-certified employees would also be entitled to any due process rights and/or contractual rights that may exist.

8/27/04

Personnel

TEMPORARY EMPLOYEES 4500

The Board of Education has the responsibility to employ such persons as may be needed to conduct the business of the school district, on a temporary basis. Such employment requires the official action of the Board of Education.

The Board of Education recognizes that there are times when extraordinary conditions warrant that the Superintendent of Schools hire temporary personnel in advance of official action by the Board in order to ensure the continuity of the district's functions and program. Any such action shall be promptly reported at the Board and subject to the Board's action at the next Board meeting.

Approved 8/27/04

Personnel

Temporary Employees

SUBSTITUTE TEACHERS 4510

A substitute teacher is a person who shall instruct children in the Fairfield Public Schools in the absence of the regular teacher. To qualify as a substitute teacher in the Fairfield Public Schools, a person must hold a Bachelor's degree from an accredited institution.

Conditions of Employment

Suitable programs for training, assigning, orienting, and evaluating the work of substitute teachers shall be provided by the certified staff under the direction of the Assistant Superintendent of Human Resources and Leadership Development. Each substitute will receive the Fairfield Public School's Substitute Handbook.

Each substitute teacher is expected to carry out all of the normal functions of the classroom teacher. Also, they will assume normal teacher responsibilities which are a part of the building routine such as corridor, bus, or study hall duty, etc.

Rates of compensation for substitute teachers will be set by the Board of Education.

Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the school system.

Retired teachers may be employed as substitute teachers without jeopardizing their retirement salary within the limits as prescribed by law.

Approved 8/27/04

Personnel

Temporary Employees

STUDENT TEACHERS AND INTERNS 4520

The Fairfield Public Schools recognizes its role in the continuing development of teachers. Accordingly, student teachers and interns are accepted in the Fairfield Public Schools subject to the administration's approval.

Approved 8/27/04

Personnel

ACTIVITIES **4600**

EMPLOYEE GROWTH **4610**

In recognition of the importance of a shared commitment and responsibility for maintaining and improving district employee effectiveness, the Board of Education, in accordance with Connecticut General Statutes and/or the terms of the agreements between the Board of Education and appropriate bargaining units, shall provide for a planned, ongoing professional growth program (PGP) for all staff through:

- **s**ystematic and ongoing identification of immediate and long-term needs at four levels - district, school, department, individual;
- planning and evaluating of programs designed to meet the identified needs; and
- follow-up on recommendations for changes as appropriate.

Legal Reference: Connecticut General Statutes
10-27 Exchange of professional personnel and students
10-220a In-service training
10-226f Coordinator of intergroup relations
10-226g Intergroup relations training for teachers
10-145b Teaching certificates
PA 95-58 An Act Concerning Teacher Evaluations, Tenure, and Dismissal

Approved 8/27/04

Personnel

Activities

ORGANIZATIONS 4620

Personnel are urged to participate in organizations and associations, which shall contribute to their professional improvement.

Legal Reference: Connecticut General Statutes
10-153a Rights concerning professional organization and negotiations
10-153b Selection of teachers' representatives
10-153c Disputes as to elections
10-153e Strikes prohibited. Interference with the exercise of employees' rights prohibited
46a-60 Discriminatory employment practices prohibited

Approved 8/27/04

Personnel

COMPENSATION AND RELATED BENEFITS 4700

Compensation and related benefits shall be in accord with Connecticut General Statutes and/or the respective bargaining unit agreement where such exists and is applicable, or by Board determination.

Approved 8/27/04

Personnel

Compensation and Related Benefits

RETIREMENT **4710**

In accordance with Connecticut General Statutes, the Board shall authorize that appropriate sums be deducted from each teacher's salary for membership in the Connecticut Teachers' Retirement System.

The Town of Fairfield Employee Retirement System provides retirement benefits to qualifying non-certified personnel.

Legal Reference: Connecticut General Statutes 10-160 Teachers' Retirement

Approved 8/27/04

Personnel

Compensation and Related Benefits

INSURANCE **4720**

All employees are covered under the Connecticut Workers' Compensation Act.

The Board of Education shall protect all employees in the performance of their duties according to the Connecticut General Statutes and any corresponding regulations.

Insurances shall be in accordance with the Connecticut General Statutes and/or the respective bargaining unit agreement where such exists and is applicable, or by Board determination.

Legal Reference: Connecticut General Statutes
10-233g Boards to report school violence. Reports of principals to police authority
10-235 Indemnification of teachers, board members, and employees in damage suits; expenses of litigation
10-236a Indemnification of educational personnel in the line of duty
53a-18 Use of reasonable physical force

Approved 8/27/04

Personnel

VACATIONS AND HOLIDAYS 4800

CERTIFIED 4810

Personnel employed on a twelve (12) month basis are entitled to vacation days, which shall be arranged at the discretion of the Superintendent, in accordance with the applicable bargaining unit agreement, or by Board determination.

In addition, twelve (12) month personnel shall be entitled to legal holidays as outlined in the school calendar.

Legal Reference: Connecticut General Statutes
1-4 Days designated as legal holidays
10-156 Sick leave
10-156b Tenure and sick leave rights of teacher on regionalization of school and dissolution of regional school district
10-156c Military leave
10-156d Reemployment after military leave

Approved 8/27/04

Personnel

Vacations and Holidays

NON-CERTIFIED **4820**

Non-certified twelve (12) month personnel shall be entitled to annual vacations with pay subject to the conditions outlined in their Collective Bargaining Agreement or by Board determination.

Vacation periods shall be adjusted to meet the needs of the department and do not necessarily have to come during the summer months.

In addition, twelve (12) month personnel shall be entitled to legal holidays as outlined in the school calendar.

Approved 8/27/04

Personnel

ABSENCES AND LEAVES 4900

Absences or leaves shall be in accordance with the following, as applicable: Connecticut General Statutes, Collective Bargaining Agreement where such exists and is applicable, by memorandum of understanding, or by Board determination.

Approved 8/27/04

Personnel

Absences and Leaves

SICK LEAVE 4910

Unless otherwise governed by a Collective Bargaining Agreement, all regular employees shall be allowed full pay for absences due to personal illness not to exceed ten (10) days in each school year.

Unused sick leave may be accumulated from year to year; provided, however, that the maximum of such accumulations shall not be more than one hundred twenty (120) days.

Notwithstanding the foregoing limitations, the Superintendent may allow sick leave with full pay according to the following schedules:

- up to thirty (30) additional days for employees with one (1) to five (5) years of service;
- up to sixty (60) additional days for employees with five (5) to ten (10) years of service; and
- up to ninety (90) additional days for employees with ten (10) or more years of service.

A doctor's certificate must be presented in the case of any absence due to illness over ten (10) days.

Approved 8/27/04

Personnel

Absences and Leaves

UNAVOIDABLE ABSENCES 4915

Unless otherwise governed by a Collective Bargaining Agreement, up to five (5) days in each school year may be allowed with pay for such absences, which, in the opinion of the Superintendent, are considered unavoidable and reasonable, such as illness in the employee's immediate family.

Approved 8/27/04

Personnel

Absences and Leaves

DEATH IN IMMEDIATE FAMILY 4920

Unless otherwise governed by a Collective Bargaining Agreement, in the case of death in the immediate family of any regular employee, such employee shall be entitled to leave with full pay for not more than three (3) days.

Approved 8/27/04

Personnel

Absences and Leaves

RELIGIOUS HOLIDAYS 4925

Unless otherwise governed by a Collective Bargaining Agreement, all regular employees shall be entitled to leave with full pay for not more than three (3) days in each school year for the observance of major religious holidays.

Approved 8/27/04

Personnel

Absences and Leaves

REDUCED PAY ABSENCE 4930

Unless otherwise governed by a Collective Bargaining Agreement, up to three (3) additional days may be allowed for causes, which, while not unavoidable, are deemed important and reasonable by both the employee and the Superintendent. These three (3) days may be made available to the employee with pay equal to the difference between the regular salary and the pay of the substitute. Such absences are to be exclusive of allowable sick leave.

Approved 8/27/04

Personnel

Absences and Leaves

FAMILY AND MEDICAL LEAVE ACT 4935

The Board will provide leave to eligible employees consistent with the Family and Medical Leave Act of 1993 (FMLA). Eligible employees are entitled to up to twelve (12) work weeks of unpaid family and medical leave in any twelve (12) month period. The district will continue to pay the district's share of the employee's health benefits during the leave. In addition, the district will restore the employee to the same or an equivalent position after the termination of the leave in accordance with Board policy.

Employees will not be deprived of any employment benefits accrued before taking FMLA leave. Conversely, employees on FMLA leave are not entitled to accrue any seniority or benefits during the leave unless determined otherwise due to a Collective Bargaining Agreement. When an employee returns from FMLA leave, benefits will be resumed in the same manner as provided prior to taking the leave, subject to any changes in benefit levels that may have occurred during the FMLA leave period and that affect the entire work force.

In complying with the FMLA, the district will adhere to the requirements of the Americans with Disabilities Act as well as other applicable federal and state laws.

Legal Reference: PL 103-3 and 29 CFR Part 825 The Family and Medical Leave Act of 1993
Final Rule-published in Federal Register, Vol. 60, Nov. 4, Friday, January 6, 1995, as amended on February 3, 1995 and on March 30, 1995. Rules and Regulations (29CFR Part 825)

Approved 8/27/04

Personnel

Absences and Leaves

LEAVE FOR GOVERNMENTAL SERVICE 4940

Any employee entering military service shall be reinstated in the position previously occupied. Upon his return such reinstatement shall be at a salary level to which he would have been entitled had his employment by the Board not been interrupted by the period of military service.

Approved 8/27/04

Personnel

Absences and Leaves

JURY DUTY **4945**

Any employee who is called for jury duty shall receive the necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or from personal days. The staff member shall receive a rate of pay equal to the difference between the professional salary and the jury fee. However, teachers, due to the nature of their employment, are encouraged to request that they be deferred from jury duty to a time when school is not in session.

Approved 8/27/04

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Students

ATTENDANCE **5100**

AGE OF ENTRANCE **5111**

Children reaching the age of five (5) on or before January 1st of any year shall be eligible for kindergarten in the preceding September.

Children reaching the age of five (5) between January 2nd and February 28th may qualify for accelerated kindergarten admission entrance in the preceding September if they qualify as superior in the various aspects of readiness.

Kindergarten registration shall take place in the spring and the specific days for each school shall be announced in the school and in the newspapers.

Legal Reference: Connecticut General Statutes
10-15 Towns to maintain schools
10-15c Discrimination in public schools prohibited. School attendance by five-year olds, as amended by PA 97-247
10-76a through 10-76g re special education
10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) as amended by PA 98-243 and PA 00-157
10-186 Duties of local and regional boards of education re school attendance. Hearings. Amended by PA 96-26 An Act Concerning Graduation Requirements and Placement of Older Students
Appeals to state board. Establishment of hearing board
10-233a through 10-233f Inclusive re suspend, expel, removal of pupils
10-233c Suspension of pupils
10-233d Expulsion of pupils
10-261 Definitions
State Board of Education Regulations:
10-76a-1 General definitions (c) (d) (q) (t)
10-76d-7 Admission of student requiring special education (referral)
10-204a Required immunizations as amended by PA 98-24

Approved 8/27/04

Students

Attendance

REQUIRED AGES OF ATTENDANCE 5112

It is the legal responsibility of every parent or guardian of children of compulsory school age (five (5) to eighteen (18), twenty-one (21) years of age as outlined in statute) to ensure that regular, uninterrupted attendance at school and classes is maintained. A lack of consistent attendance can have an adverse effect on a student's academic achievement. Therefore, it is the policy of the Fairfield Board of Education to take appropriate legal action against a parent or guardian who fail to abide by the Connecticut Compulsory Attendance Law.

Legal Reference: Connecticut General Statutes
10-15 Towns to maintain schools
10-15c Discrimination in public schools prohibited. School attendance by five-year olds
10-76a through 10-76g re special education
10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) as amended by PA 98-243 and PA 00-157
10-186 Duties of local and regional boards of education re school attendance. Hearings. Amended by PA 96-26 An Act Concerning Graduation Requirements and Readmission and Placement of Older Students
Appeals to state board. Establishment of hearing board
10-233a through 10-233f Inclusive re suspend, expel, removal of pupils
10-233c Suspension of pupils
10-233d Expulsion of pupils
State Board of Education Regulations:
10-76a-1 General definitions (c) (d) (q) (t)

Approved 8/27/04

Students

Attendance

SPECIAL EDUCATION **5113**

In compliance with the regulations concerning children requiring special education in the Connecticut General Statutes, the Fairfield Board of Education shall provide appropriate education for identified special education students between the ages of three (3) and until they graduate, or for the duration of the school year in which the student becomes twenty-one (21). Unless otherwise specified in a child's Individualized Education Program (IEP), the minimum day and year for a child requiring special education and related services shall be the same as that for a child in the regular education program.

Legal Reference: Connecticut General Statutes
10-15 Towns to maintain schools
10-15c Discrimination in public schools prohibited. School attendance by five-year olds
10-76a through 10-76g re special education
10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) as amended by PA 98-243 and PA 00-157
10-186 Duties of local and regional boards of education re school attendance. Hearings. Amended by PA 96-26 An Act Concerning Graduation Requirements and Readmission and Placement of Older Students
Appeals to state board. Establishment of hearing board
10-233a through 10-233f Inclusive re suspend, expel, removal of pupils
10-233c Suspension of pupils
10-233d Expulsion of pupils
State Board of Education Regulations:
10-76a-1 General definitions (c) (d) (q) (t)

Approved 8/27/04

Students

Attendance

REGULARITY OF ATTENDANCE 5114

Regular, uninterrupted attendance at school and/or class is essential to successful learning. In accordance with Connecticut General Statutes, the Board may appoint one (1) or more persons, who shall be authorized to prosecute for violations of the laws relating to attendance of children and their employment. All warrants issued upon such prosecutions shall be returnable before any court having jurisdiction

Legal Reference: Connecticut General Statutes
10-184 Duties of parents (as amended by PA 98-243 and PA 00-157)
10-185 Penalty
10-199 through 10-202 Attendance, truancy-in general

Approved 8/27/04

Students

Attendance

DISMISSAL OF STUDENTS **5115**

No child shall be dismissed prior to the regular school dismissal time to anyone other than his parent or guardian except in the case of a specific request from the parent or guardian asking that the child be dismissed to such designated person.

Approved 8/27/04

Students
Attendance

ADMINISTRATIVE REGULATIONS ON
DISMISSAL OF STUDENTS **5115AR**

Dismissal of Student Protocols

No child shall be dismissed prior to the regular school dismissal time to anyone other than his/her parent or guardian except in the case of a specific request from the parent or guardian asking that the child be dismissed to such designated person.

No child shall be removed from class except for:

- school activities or meetings.
- emergencies
    - to speak and/or meet with a parent or guardian.
    - to speak and/or meet with an emergency contact listed on that student's emergency card.
    - to respond to an open investigation by DCF (Department of Children and Families).

If for any reason one of the above protocols is not followed, the parent or guardian of the student shall be notified immediately. Upon consultation with the parent or guardian, the matter may be escalated further to involve the police and Central Office.

8/28/2006
Revised 1/29/2007

Students

Attendance

HIGH SCHOOL ATTENDANCE 5116

The purpose of this policy is to encourage school and/or class attendance in order to have students maximize their educational opportunities. Regular, uninterrupted attendance at school and/or class is essential to successful learning.

Students enrolled in a Fairfield high school who exceed the permitted number of unexcused absences from school or class may lose credit for that class or classes, as specified in the Administrative Regulations on Attendance (5116AR).

Approved 8/27/04

Students

Attendance

ADMINISTRATIVE REGULATIONS ON
HIGH SCHOOL ATTENDANCE **5116AR**

The current Administrative Regulations on High School Attendance are presently undergoing revision. Upon their completion, they will be promptly distributed.

Students

Attendance

EXCUSED ABSENCES **5117**

Principals and teachers shall continually emphasize that students should not be taken out of school unless absolutely necessary. The idea that a student should attend school must be a priority for the student and his parent or guardian.

Students are to be excused from school upon written notification from the parent or guardian for any religious holidays not already observed in the school calendar. Students will be allowed to make up tests, quizzes, or any other assigned class work / homework, and students will not be deprived of any awards.

Appointments for dental and medical services should be made outside of school time whenever possible. In cases where an appointment during school hours is unavoidable, the parent or guardian will provide advance notification whenever possible.

Approved 8/27/04

Students

Attendance

TRUANCY **5118**

In accordance with Connecticut General Statutes, it is the policy of the Fairfield Public Schools to define a truant in the following manner:

A **truant** is a child aged five (5) to eighteen (18) inclusive who has four (4) unexcused absences in one (1) month or ten (10) unexcused absences in one (1) year.

Upon the determination that a child ages five (5) to eighteen (18) inclusive is a truant, the building administrator or designee will hold a meeting within ten (10) days with the parent or guardian of the child who is truant. Reasons for the truancy will be reviewed and evaluated including referral to the building Planning and Placement Team to determine whether or not an educational evaluation is appropriate. School services will be coordinated with referrals of the child to community agencies providing child and family services, as appropriate. The Superintendent may file a complaint pursuant to Connecticut General Statutes in the Superior Court, Juvenile Matters regarding the child's truancy alleging the belief that the acts or omissions of the child are such that his family is a family with service needs, if the parent or guardian fails to attend the required meeting with appropriate school personnel to evaluate why the child is truant or fails to cooperate with the school in trying to solve the truancy problem.

At the beginning of each school year and upon any enrollment during the year the building administrator or designee shall obtain from the parent or guardian of each child ages five (5) to eighteen (18) inclusive a telephone number or other means of contacting such parent or guardian during the school day. Provision will be made that, whenever a child ages five (5) to eighteen (18) inclusive fails to report to school on a regularly scheduled day and no indication has been given by the child's parent or guardian of their awareness of the child's absence, school personnel or volunteers under the direction of school personnel will make a reasonable effort to notify the parent or guardian by telephone.

Parents or guardians of children, ages five (5) to eighteen (18) inclusive, in the Fairfield Public Schools will be notified annually in writing of their obligation to cause their child to go to school.

Students

Attendance

TRUANCY (continued) **5118**

Legal Reference: Connecticut General Statutes
10-184 Duties of parents (as amended by PA 98-243 and PA 00-157)
10-198a Policies and procedures concerning truants (as amended by PA 00-157)
10-199 through 10-202 Attendance, truancy in general (Revised, 1995, PA 95-304)
10-202e through 10-202f Policy on dropout prevention and grant program
10-221b Board of education to prescribe rules. *Campbell v. New Milford*, 193 Conn 93 (1984)

Approved 8/27/04

Students

Attendance

ADMINISTRATIVE REGULATIONS ON TRUANCY 5118AR

For absences of ten (10) consecutive school days or ten (10) school days within a calendar month, a written note from a medical professional stating the reason for the absence is required.

Failure to provide a written note from a medical professional containing the reason for the absence within five (5) school days from the date of the student's return will cause the absences to be designated as unexcused.

Unexcused absences totaling four (4) in one (1) month or ten (10) in one (1) year will cause the student to be declared a truant.

Policy 5118 Truancy specifies the actions to be taken once a child has been declared a truant.

8/27/04

Students

Attendance

SUSPENSION AND EXPULSION **5119**

Internal or external suspension and expulsion of students from the Fairfield Public Schools shall be in accordance with Connecticut General Statutes 10-233d, An Act Concerning Exclusion from School for Disciplinary Purposes. No student shall be expelled without a formal hearing according to Connecticut General Statutes.

Legal Reference: Connecticut General Statutes
4-176e through 4-180a Contested cases. Notice. Record
10-233a through 10-233f Suspension, removal and expulsion of students (as amended by PA 95-304, PA 96-244, and PA 98-139)
53a-3 Definitions
53a-217b Possession of firearms and deadly weapons on school grounds
PA 94-221 An Act Concerning School Discipline and Safety
GOALS 2000: Educate America Act, PL 103-227
18 USC 921 Definitions
Title III - Amendments to the Individuals with Disabilities Education Act
Sec. 314 Local Control Over Violence
Elementary and Secondary Act of 1965 (as amended by the Gun Free Schools Act of 1994)
PL 105-17 The Individuals with Disabilities Act, Amendment of 1997
Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education

Approved 8/27/04

Students

Attendance

EXPULSION **5120**

It is the duty and obligation of school personnel to maintain a safe and orderly environment in order for learning to take place. In that regard:

- School personnel will report to administrators all information regarding students who may be in possession of and/or involved in the sale of weapons, facsimiles of weapons, drugs, or alcohol.

- Administrators will vigorously pursue all information regarding students who may be in possession of and/or involved in the sale of weapons, facsimiles of weapons, drugs, and alcohol.

- A principal may recommend to the Superintendent of Schools that a student be expelled from school for conduct which endangers persons or property, which is seriously disruptive of the educational process, or which violates a policy of the Board of Education. A principal may recommend to the Superintendent of Schools that a student be expelled from school for conduct that (1) takes place in school or on school grounds or (2) off school grounds, whether or not during the school day, which is seriously disruptive of the education process, threatens the welfare of the persons who work or study at school, or which violates a policy of the Board of Education. The list of offenses are examples, and are not meant to be an exhaustive list.

    - sale of illegal substances (drugs, alcohol, etc.)
    - repeated possession of drugs or alcohol
    - repeated acts of violence or threats of violence
    - other criminal activity, which takes place in the school, on school grounds, or at school-sponsored activities
    - possession and/or sale of a firearm, deadly weapon, a dangerous instrument or facsimiles of weapons*

*Expulsion proceedings must be initiated whenever there is reason to believe that a pupil was in possession of a firearm, deadly weapon, or a dangerous instrument in school, on school grounds, or at a school-sponsored activity.

Students

Attendance

EXPULSION (continued) **5120**

Legal Reference: Connecticut General Statutes
4-176e through 4-180a Contested cases. Notice. Record
10-233a through 10-233f Suspension, removal and expulsion of students (as amended by PA 95-304, PA 96-244, and PA 98-139)
53a-3 Definitions
53a-217b Possession of firearms and deadly weapons on school grounds
PA 94-221 An Act Concerning School Discipline and Safety
GOALS 2000: Educate America Act, PL 103-227
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Title III - Amendments to the Individuals with Disabilities Education Act
Sec. 314 Local Control Over Violence
Elementary and Secondary Act of 1965 (as amended by the Gun Free Schools Act of 1994)
PL 105-17 The Individuals with Disabilities Act, Amendment of 1997
Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education

Approved 8/27/04

Students

Attendance

ATTENDANCE RECORDS **5121**

The professional staff of each school shall keep an attendance record of students in their charge.

Approved 8/27/04

Students

Attendance

ADMINISTRATIVE REGULATIONS ON
ATTENDANCE RECORDS **5121AR**

Attendance Records Access

ACCESS TO STUDENT RECORDS SHALL ONLY BE ALLOWED PER POLICY #5121 – STUDENT RECORDS.

If for any reason unauthorized access is given to a student's attendance records, the parent or guardian of the student shall be notified immediately. Upon consultation with the parent or guardian, the matter may be escalated further to involve the police and Central Office.

8/28/2006
Revised 1/29/2007

Attendance

SCHOOL CENSUS **5122**

In accordance with Connecticut General Statutes, the Board of Education shall annually determine by age the number of children of compulsory school age who reside within the jurisdiction of the school district as of January 1st of each year. Such determination shall be made by any reasonable means of accounting approved by the Commissioner of Education.

The Superintendent or designee shall present to the Board a copy of such data.

These census figures and projections from the Town Planning and Zoning Commission shall be the basis for school planning.

Legal Reference: Connecticut General Statutes 10-249 Enumeration of children of compulsory school age in school districts and by state departments having jurisdiction over such children

Approved 8/27/04

Students

Attendance

ASSIGNMENTS OF STUDENTS TO SCHOOLS 5123

Each public school student shall be assigned to attend a school based on attendance areas designated by the Board of Education. The student's assigned school will be one of the following:

- a geographically zoned school determined by the residence of the student's parent or guardian; or
- in the case of an emancipated minor (18 years of age and living independently), a geographically zoned school determined by the residence of the student.

The Board shall designate the boundaries of geographic zones controlling school assignments, and also the feeder pattern controlling assignments to the middle and high schools, based on the recommendations of the Superintendent.

Legal Reference: Connecticut General Statutes:
10-55 Pupils to attend regional school
10-226a Pupils of racial minorities
10-226b Existence of racial imbalance
10-226c Plan to correct imbalance
10-226d Approval of plan by state board

Approved 8/27/04

Students

Attendance

TRANSFERS WITHIN FAIRFIELD 5124

Once residency has been established in accordance with State law, students shall attend the school designated for that residence. Attendance areas are established by the Board of Education.

A student may be granted out-of-district placement by the Superintendent or designee if space and program are available and for a specific demonstrable need. The Superintendent's decision shall be made in the best interest of the school district.

In the interest of the student, the Board anticipates maintaining an out-of-district placement for the duration of the school level in which said placement is initially granted (elementary school, middle school, high school). However, a parent or guardian shall not accept an out-of-district placement without the full understanding that such placements may be subject to an annual review by the Superintendent or designee in the best interest of the school district.

In the event a family moves within Fairfield, the following exceptions may be requested:

- Continuing the student's attendance for the balance of the school year in the school in which the student began the year.

- If the move occurs at the end of grade four (4), grade seven (7), or grade eleven (11), completing grade five (5), grade eight (8), or grade twelve (12), respectively in the school the student had been attending with the requirement that the student will follow the middle school or high school assignment designated for the residence.

- Attending the school designated for a residence being acquired or built, if the parent or guardian has firm plans to purchase or build elsewhere within Fairfield (proof is required).

Transportation of out-of-district students must be provided to and from the alternate school by the parents or guardians.

In the event of redistricting, the Board may consider modifications to this policy to accommodate circumstances created by the redistricting plan.

Approved 8/27/04
Revised 10/25/05

Students

Attendance

ADMINISTRATIVE REGULATIONS ON
TRANSFERS WITHIN FAIRFIELD **5124AR**

Definitions and Conditions

Out-of-District Placement is a request by a parent or legal guardian who is a Fairfield resident for a child to attend a school other than the one in the district of his residence, not to include participation in education option programs such as Magnet Schools, the Trumbull Agriscience Center, the Bridgeport Regional Vocational Aquaculture School, or the Regional Center for the Arts School.

Legal Guardian is defined by a legal document recognized by a court transferring responsibility from the parent to someone other than the parent.

Out-of-District Committee, in the initial out-of-district process, shall be comprised of the sending and receiving principals and the designee of the Superintendent.

8/27/04

Students

Attendance

SCHOOL ACCOMMODATIONS TO RESIDENT AND NON-RESIDENT CHILDREN IN THE FAIRFIELD PUBLIC SCHOOLS **5125**

Resident Students

Children who are residents of Fairfield shall be entitled to school accommodations provided by the Fairfield Board of Education without payment of tuition. Children shall be deemed residents of Fairfield if they permanently reside with their parents or a parent (and/or legal guardian(s)) in Fairfield.

In order to determine whether a child's residence in Fairfield is "permanent," the following factors, as well as any other relevant facts, may be considered:

1. Where the majority of the student's clothing and personal possessions are located;
2. The address listed on the student's driver's license;
3. The town of issue of the student's library card;
4. The location of the child's place of worship;
5. The location of club affiliations, e.g. cub scouts, girl scouts, etc.;
6. The residence of the child's immediate family;
7. Where the student spends substantial time when school is not in session;
8. The age and emancipation status of the child; and
9. The number of days that the child is actually in residence in the district.

Note that neither any single factor nor combination of factors guarantees a finding of residency.

Children of Non-Resident Parents

Children who are living in the Fairfield school district with relatives and/or non-relatives and whose parents are not Fairfield residents may be entitled to school accommodations provided by the Fairfield Public Schools without payment of tuition. However, pursuant to Conn. Gen. Stat. 10-253(d), the child's residence in Fairfield must meet the following conditions:

A. The child's residence in Fairfield must be permanent;
B. The child's residence in Fairfield must be provided by the Fairfield resident without payment or compensation; and
C. The child's residence in Fairfield must not be for the sole purpose of receiving an education in the Fairfield Public Schools.

In order to determine whether the residence is being provided "without payment or compensation," the Board may consider the following factors, in addition to any other relevant facts:

1. Payment does not include the maintenance by a parent of his or her child on a health insurance policy;
2. Payment does not include claiming the child as a dependent for income tax purposes by his or her parent;
3. Payment does not include child support payments pursuant to a court order; and
4. Payment shall include any monetary remuneration from a parent or legal guardian for the support of a child either to the relative or non-relative or to the child. It shall not include gifts to the child for purposes other than support.

The Board of Education may require documentation from the parent* that the residence is to be permanent, provided without payment or compensation and not for the sole purpose of obtaining school accommodations provided by the Fairfield Public Schools. Such documentation may include affidavits as provided by law, provided that prior to any request for documentation of a child's residency from the child's parent* the Board of Education shall provide the parent* with a written statement specifying the basis upon which the Board has reason to believe that such child, emancipated minor or pupil 18 years of age or older is not entitled to school accommodations.

* For the purpose of the above paragraph, "parent" includes guardian, relative or non-relative, emancipated minor or pupil 18 years of age or older, as applicable.

The determination of whether a student qualifies for accommodations provided by the Fairfield Public Schools shall be determined based on the factual circumstances of each case.

Former Students

Regularly enrolled children of families who have moved out of the school district and who have completed the first semester may complete the school year without tuition. No transportation shall be provided to former students continuing to attend the Fairfield Public Schools under these circumstances.

Students Moving to Fairfield

Families planning to move to Fairfield during any semester may enter their children in the public schools prior to moving and no tuition shall be charged. If the family is not residing in Fairfield on or before the last day of said semester, the Board of Education may assess tuition pursuant to the section of this policy titled "Denial of Accommodations."

Denial of Accommodations

If the Administration determines that any student is not a resident of Fairfield or that the student is otherwise not entitled to accommodations provided by the Fairfield Public Schools, it shall so notify that student and/or the student's parent(s) and/or legal guardian.

Any child, parent, or guardian may request a hearing before the Board of Education in accordance with Conn. Gen. Stat. 10-186 if they believe they have been denied accommodations by the Fairfield Public Schools.

In the event it is determined that a child is not legally entitled to be provided school accommodations by the Fairfield Board of Education without payment of tuition, the Fairfield Board of Education may, pursuant to Connecticut General Statute 10-186, assess the child's parent or guardian for tuition for that period of time that the child was not legally entitled to attend Fairfield Public School and may seek civil remedies to collect any unpaid assessments of tuition.

Legal References:

Conn. Gen. Stat. § 10-186
Conn. Gen. Stat. § 10-253(d)
Connecticut State Department of Education Guidelines for Residency Requirements

First read: May 24, 2005, revised - July 19, 2005
Policy adopted as amended: July 19, 2005

Students

Attendance

HOMELESS STUDENTS 5126

The Board shall make efforts to identify homeless children within the district, encourage their enrollment, and eliminate barriers to their education in compliance with all applicable federal and state laws.

Further, it is the policy of the Board of Education that no child or youth shall be discriminated against or stigmatized in this school district because of homelessness. Homeless students, as defined by federal and state statutes, residing within the district or residing in temporary shelters in the district are entitled to free school privileges.

Homeless students within the district remain the district's responsibility to provide continued educational services. Such services for the child may be:

- continued in the school ("school of origin") that the student attended when permanently housed or the school of last enrollment; or
- provided in the school that is attended by other students living in the same attendance area where the homeless child lives.

To the extent feasible, a homeless child will be kept in the school of origin, unless it is against the wishes of the parent or guardian.

Homeless children shall be provided educational services that are comparable to those provided to other students enrolled in the district, including but not limited to, Title I, transportation services, compensatory educational programs, gifted and talented, special education, ESL, health services, and food and nutrition programs.

The Superintendent of Schools or designee shall refer identified homeless children under the age of eighteen (18) who may reside within the school district, unless such children are emancipated minors, to the Connecticut Department of Children and Families.

The district administration shall attempt to remove existing barriers to school attendance by homeless emancipated minors and youth eighteen (18) years of age:

- The selected school for the homeless child shall enroll the child, even in the absence of records normally required for enrollment. The last school enrolled shall be contacted to obtain records.

Students

Attendance

HOMELESS STUDENTS (continued) 5126

- Other enrollment requirements that may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the Superintendent or designee. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

- Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child or youth, may be waived at the discretion of the Superintendent or designee.

- Transportation services must be comparable to those provided other students in the selected school. Transportation shall be provided to the student's school of origin in compliance with federal and state regulations.

- Official school records, policies, and regulations shall be waived at the discretion of the Superintendent or designee in compliance with federal statutes.

- The district shall make a reasonable effort to locate immunization records from information available. The district's liaison shall assist the parent or guardian in obtaining the necessary immunizations and records. The district shall arrange for students to receive immunizations through health agencies and at district expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with the provisions of Board of Education Policy 5512 Immunizations.

- Other barriers to school attendance by homeless children or youth may be waived at the discretion of the Superintendent of Schools or designee.

The district's educational liaison for homeless children the Director of Special Education and Special Programs.

Students residing in a temporary shelter are entitled to free school privileges from the district in which the shelter is located or from the school district where they would otherwise reside if not for the placement in the temporary shelter. The district in which the temporary shelter is located shall notify the district where the student would otherwise be attending. The district so notified may choose to either:

- continue to provide educational services, including transportation between the temporary shelter and the school in the home district; or
- pay tuition to the district in which the temporary shelter is located.

Students

Attendance

HOMELESS STUDENTS (continued) **5126**

The Superintendent or designee shall ensure compliance with applicable statutes in the implementation of this policy.

Legal Reference: Connecticut General Statutes
10-253(e) School privileges for children in certain placements, nonresident children and children in temporary shelters
17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surrounding without court order
17a-102 Report of danger or abuse
17a-103 Reports by others
17a-106 Cooperation in relation to prevention, identification, and treatment of child abuse and neglect
46b-120 Definitions
McKinney-Vento Homeless Assistance Act (PL 107-110, Section 1032

CREF 6545

Approved 8/27/04

Students

Attendance

MIGRANT STUDENTS 5127

The Superintendent or designee shall develop and implement a program to address the needs of migrant children in the district.

This program will include a means to:

- Identify migrant students and assess their educational and related health and social needs.
- Provide enrollment for migrant students based on their residence.
- Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
- Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
- Provide advocacy and outreach programs to migrant children and their families and professional development for district staff.
- Provide the parent or guardian an opportunity for meaningful participation in the program.

Education Program for Parent or Guardian of Migrant Students

Parents or guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the program for their children.

Parents or guardians of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

Legal Reference: No Child Left Behind Act of 2001, §1301 et seq., 20 USC §6391 et seq., 34 CFR §200.40-200.45

CREF 6550

Approved 8/27/04

Students

Conduct

Video Surveillance

The Board authorizes the use of video cameras on district property and school transportation vehicles to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. The use of video cameras in school locker rooms or bathrooms is prohibited. Video cameras may be used in other school or district locations as deemed appropriate by the Superintendent.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property and/or school transportation vehicles.

Video recordings establishing a violation of Board policies, administrative regulations, building rules or law may be used to support appropriate disciplinary action or may be provided to law enforcement agencies even in the case of individuals who are not students or staff.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

Legal Reference: Connecticut General Statutes

Title I – Amendments to the Individuals with Disabilities Act. (PL 105-17)

Family Educational Rights and Privacy Act, sec 438, 20 U.S.C. sec. 1232g (1988).

First read: May 23, 2005

Policy adopted as amended: June 28, 2005

Students

Use of Physical Force

SECLUSION AND RESTRAINT OF PERSONS WITH DISABILITIES WHO ARE "PERSONS AT RISK"AS DEFINED BY STATE LAW IN THE FAIRFIELD PUBLIC SCHOOLS 5144.1

It is the intent of the Fairfield Public Schools to comply fully with all relevant laws and regulations pertaining to the use of seclusion and restraint of persons with disabilities who are "persons at risk" as defined by state law (as set forth in the Administrative Regulations). The following sets forth the policy of the Fairfield Public Schools with respect to the use of seclusion and restraint of persons at risk. Personnel charged with implementation of this policy must complete training in Physical Management Techniques (PMT) approved by the Fairfield Public Schools and must comply with this policy at all times. Failure to comply with this policy may result in disciplinary action up to and including termination of employment or contracts with the Fairfield Public Schools.

I. Seclusion

No provider or assistant provider may involuntarily place a person at risk in seclusion except (1) as an emergency intervention to prevent immediate or imminent injury to the person or others, provided the seclusion is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative, or (2) as specifically provided for in the student's IEP and if other less restrictive, positive behavior interventions appropriate to the behavior exhibited by the person at risk have been implemented but were ineffective (10-76b-8 (a)).

Examples of behaviors that may lead to seclusion may include, but are not limited to the following: (1) physical aggression, (2) damaging property, (3) possession of dangerous items or substances, (4) serious verbal or physical threats, (5) unauthorized departure from the classroom or building. Less restrictive alternatives must be considered prior to use of the seclusion procedure.

If the Planning and Placement Team (PPT) of a person at risk determines based on a functional assessment of behavior (FBA) and other relevant information that use of seclusion is an appropriate behavioral intervention strategy, the PPT shall include this information in the IEP of the person at risk and specify the location of seclusion, the maximum length of any period of seclusion, the number of times during a single day that the person at risk may be placed in seclusion, the frequency of monitoring required and any other relevant matter agreed to by the PPT taking into consideration age, disability and behaviors that might subject the person at risk to the use of seclusion. (10-76-b-8(b)) If the parent disagrees with the use of seclusion in the IEP, the parent's remedy is to file for due process. The continued use of seclusion in the child's IEP as a behavioral intervention strategy must be reviewed on at least an annual basis. When the use of seclusion as a behavior intervention is repeated more than two times in any school quarter, the PPT shall convene to review use of seclusion as a behavior intervention and may consider additional evaluations or assessment to address the person at risk's behaviors and may revise the IEP as appropriate. (10-76b-8(e))

Students

Use of Physical Force

SECLUSION AND RESTRAINT OF PERSONS WITH DISABILITIES WHO ARE "PERSONS AT RISK"AS DEFINED BY STATE LAW IN THE FAIRFIELD PUBLIC SCHOOLS (Continued) 5144.1

A child may not be placed in seclusion if the child has any known medical condition that a licensed health care provider has indicated will de directly and adversely impacted by the use of seclusion. The health care provider must submit to the district a written statement which shall be included in the child's educational record.

A person at risk in seclusion shall be monitored as described in the child's IEP by a provider or assistant specifically trained in physical management, physical restraint and seclusion procedures including but not limited to , training to recognize health and safety issues for children placed in seclusion to ensure safe use of seclusion as a behavior intervention (10-76b-8(g))

Any room used for seclusion must be sized for the chronological and developmental age, size and behavior of the child, with a ceiling height comparable to the ceiling height of other rooms in the building in which it is located and shall be equipped with heating, cooling, ventilation and lighting systems that are comparable to the systems in use in the other rooms of the building in which it is located. The room shall be free of any object that poses a danger to the child. Any lock used on the door must be equipped with a device that automatically disengages the lock in case of emergency. Any latching or securing of the door, whether by mechanical means or by a provider or assistant holding the door in place to prevent the child from leaving the room, must be able to be removed or disengaged automatically in the case of any emergency. An emergency for these purposes includes but is not limited to the need to provide direct and immediate medical attention to the child, fire, the need to remove the child to a safe location during a building lockdown and other critical situations that may require immediate removal of the child to a safe location. An unbreakable observation window shall be location in a wall or door to permit frequent visual monitoring of the child in the room.

Seclusion may be accomplished with either an "open door" or "closed door", but in either case, the student is physically prevented from leaving the assigned area until behavioral control is restored. If a student's behavior warrants seclusion, the student is either directed or escorted to the seclusion area. If the student refuses to comply with the direction to proceed to the seclusion area, the provider or assistant provider will provide a verbal warning of the consequences (physical escort) of non-compliance. If the student continues to be non-compliant, the student may be physically escorted by a provider or assistant provider.

Students

Use of Physical Force

SECLUSION AND RESTRAINT OF PERSONS WITH DISABILITIES WHO ARE "PERSONS AT RISK"AS DEFINED BY STATE LAW IN THE FAIRFIELD PUBLIC SCHOOLS (continued) **5144.1**

II. Physical Restraint

No provider of care, education or supervision of a person at risk and no assistant provider may use a life-threatening physical restraint on a person at risk. No provider or assistant provider may use involuntary physical restraint on a person at risk except as an emergency intervention to prevent immediate or imminent injury to the person at risk or others, provided the restraint is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative. All less restrictive alternatives will be considered and/or explored as appropriate prior to the application of physical restraint. Only providers or assistant providers who have been trained in PMT techniques and physical management, physical restraint and seclusion procedures (10-76b-10) at a course of training approved by the Fairfield Public Schools are permitted to use physical restraint.

III. Use of Psychopharmacologic Agents

No provider or assistant provider may use a psychopharmacologic agent on a person at risk without the person's consent except (1) as an emergency intervention to prevent immediate or imminent injury to the person or to others, or (2) as an integral part of the person's established medical or behavioral support or educational plan or as part of a licensed practitioner's orders. The use of psychopharmacologic agents, alone or in combination, may be used only in doses that are therapeutically appropriate and not as a substitute for other appropriate treatment.

Only a school nurse is permitted to administer psychopharmacologic medication to students, and only in compliance with the prescription orders of a licensed physician. Records of all medication administration shall be maintained by the school nurse in accordance with the usual requirements for same.

IV. Parent Notification

Each instance of use of physical restraint or seclusion to prevent immediate or imminent injury to the person or others must be reported to the parent or legal guardian of the student within twenty-four (24) hours following the incident. A provider should place a telephone call to the parent or guardian at the numbers provided on the emergency contact form for the student. . Such notification shall be by phone, email or other method which may include sending a note home with child. The parent of such child, regardless of whether he or she received such notification, shall be sent a copy of the incident report no later than two business days after the emergency use of physical restraint or seclusion. (10-76b-9)

Students

Use of Physical Force

SECLUSION AND RESTRAINT OF PERSONS WITH DISABILITIES WHO ARE "PERSONS AT RISK"AS DEFINED BY STATE LAW IN THE FAIRFIELD PUBLIC SCHOOLS (continued) **5144.1**

Where seclusion is included in the child's IEP, the PPT and the parents must determine a mutually agreeable timeframe and manner of notification of each incident of seclusion.

At the initial planning and placement team (PPT) meeting for a student who is a "person at risk", the school shall inform the parent, guardian, surrogate parent or student (if over the age of 18 years and guardianship has not been transferred) of the laws relating to physical restraint and seclusion and the rights of such parent, guardian, surrogate parent or student under the laws and regulations adopted by the State Board of Education relating to physical restraint and seclusion (once available).

V. Retention of Records and Notification to the State Department of Education

As indicated above, detailed records shall be maintained of each instance of physical restraint or seclusion of a student who is a "person at risk" and such records shall be maintained in the student's educational record for future reference. At such time as the State Department of Education provides a form for the use of school districts in collecting this information, such form shall be used for this purpose. Such reports shall be completed no later than the school day following the incident. Parents and legal guardians and eligible students are entitled to examine and/or obtain copies of such records upon request, in accordance with Board policies concerning retention and destruction of educational records.

Records of instances of physical restraint and seclusion for all students in the district shall be compiled in a format designated by the State Department of Education for future review and examination on an annual basis, should the State Department of Education choose to review such records.

In the event that any instance of seclusion or physical restraint results in physical injury to a student who is a "person at risk", such instance shall be reported to the State Department of Education. Staff should be aware that the State Department of Education will report any instance of serious physical injury or death resulting from physical restraint or seclusion to the Office of Protection and Advocacy for Persons with Disabilities and to the Office of the Child Advocate.

Legal References:

Conn. Gen. Stat. § 46a-150, § 46a-151, § 46a-152, § 46a-153, § 46a-154
Conn. Gen. Stat. § 10-76b, § 10-76d
Public Act 07-147
Proposed Regulations of Connecticut State Agencies § 10-76b-5 to § 10-76b-11

Approved on 08/04/2009

Students

Use of Physical Force

ADMINISTRATIVE REGULATIONS ON SECLUSION AND RESTRAINT OF PERSONS WITH DISABILITIES WHO ARE "PERSONS AT RISK" AS DEFINED BY STATE LAW IN THE FAIRFIELD PUBLIC SCHOOLS **5144.1 AR**

A minimum of three (3) staff members from each building will be trained (certified and/or recertified) in Physical Management Techniques each school year. A list of all trained staff will be maintained by the Department of Special Education and a building list will be provided to each building administrator annually.

Definitions:

I. Definitions

(a) "Person at risk": For purposes of this policy, a "person at risk" is a child requiring special education pursuant to the Individuals with Disabilities Education Act and related state laws, or a child who is being evaluated for eligibility for special education services and is awaiting a determination regarding eligibility (referenced herein also as "student").

(b) "Provider": A "provider" is a staff person, either certified or non-certified, who provides direct care, education or supervision of a person at risk.

(c) "Assistant provider": An "assistant provider" is a staff person, either certified or non-certified, who is assigned to provide, or who may be called upon in an emergency to provide, assistance or security to a provider of care, education or supervision of a person at risk.

(d) "Life threatening physical restraint": Means any physical restraint or hold of a person that restricts the flow of air into a person's lungs, whether by chest compression or other means. Chest compressions provided in an emergency for the purpose of cardio-pulmonary resuscitation are not life threatening physical restraint.

Students

Use of Physical Force

**ADMINISTRATIVE REGULATIONS ON
SECLUSION AND RESTRAINT OF PERSONS WITH
DISABILITIES WHO ARE "PERSONS AT RISK" AS DEFINED BY
STATE LAW IN THE FAIRFIELD PUBLIC SCHOOLS 5144.1 AR**

(e) "Physical restraint": Means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head. The term does not include (1) Briefly holding a person in order to calm or comfort the person; (2) restraint involving the minimum contact necessary to safely escort a person from one area to another; (3) medical devices, including but not limited to supports prescribed by a health care provider to achieve proper body position or balance; (4) helmets or other protective gear used to protect a person from injuries due to a fall; or (5) helmets, mitts, and similar devices used to prevent self injury when the device is part of a documented individualized education program (IEP) and is the least restrictive means available to prevent such self-injury.

(f) "Psychopharmacological agent": Means any medication that affects the central nervous system, influencing thinking, emotion, or behavior.

(g) "Seclusion": Means the confinement of a person in a room, whether alone or with staff supervision, in a manner that prevents the person from leaving. Seclusion does not include disciplinary detention or in-school suspension.

Seclusion:

The following Procedures for Seclusion apply unless superseded by the student's BIP or IEP:

(1) Upon the student's arrival in the seclusion area, the door should be left open and a timer is placed outside the door designating the number of minutes that the student must exhibit acceptable behavior in seclusion before being allowed to return to regularly scheduled activities (usually 5 to 10 minutes). The door to the seclusion area will remain open unless the student exhibits behavior that presents a danger to himself/herself on the way to the seclusion area, or upon arrival or once in the seclusion space, or the student's behaviors become loud and disruptive such that they interfere with nearby instruction.

Students

Use of Physical Force

ADMINISTRATIVE REGULATIONS ON SECLUSION AND RESTRAINT OF PERSONS WITH DISABILITIES WHO ARE "PERSONS AT RISK" AS DEFINED BY STATE LAW IN THE FAIRFIELD PUBLIC SCHOOLS **5144.1 AR**

(2) A provider or assistant provider will remain outside the open door and refrain from conversation with the student. In the event that the student attempts to leave the area prior to the completion of the seclusion period, the provider or assistant provider will attempt to issue a verbal warning to remind the student of the consequences of non-compliance. If this is not possible, the provider or assistant provider will physically block the student's departure from the seclusion area using appropriate PMT strategies. If physical restraint is applied to the student to prevent the student from leaving the seclusion area, procedures applicable to physical restraint must be applied.

(3) If the door must be closed, the supervising staff member must remain outside the door, holding the latch in the lock position (if applicable) and watching the student. Line of sight supervision must be maintained at all times. In no event may seclusion be extended for more than a total of sixty (60) minutes, unless emergency personnel have been summoned and the student is awaiting transport to an emergency facility and continuing to present dangerous behaviors, or upon written authorization of the building principal or designee.

(4) While in the seclusion area, the student must refrain from any inappropriate behavior, including but not limited to (a) cursing, (b) yelling, (c) banging on the floor, walls or door of the seclusion space, or (d) threatening.

(5) In the event that the student engages in any inappropriate behavior during the seclusion period, the timer is stopped and is restarted only when the student has ceased to engage in the target behaviors. If the student does not cease to engage in the target behaviors upon verbal redirection, and if the student's behavior is potentially harmful to self or others or to property, the provider or assistant provider may use appropriate PMT techniques to assist the student in regaining control. If physical restraints are applied, procedures applicable to the use of physical restraint must be followed.

Students

Use of Physical Force

ADMINISTRATIVE REGULATIONS ON SECLUSION AND RESTRAINT OF PERSONS WITH DISABILITIES WHO ARE "PERSONS AT RISK" AS DEFINED BY STATE LAW IN THE FAIRFIELD PUBLIC SCHOOLS **5144.1 AR**

(6) The provider or assistant provider will remain in line of sight of the student at all times and will maintain data on the student's behavior while in seclusion. The provider or assistant provider shall record an evaluation taken at a minimum of five (5) minute increments, of any indications of physical distress on the part of the student placed in seclusion. A record of the seclusion and behavior during seclusion shall be maintained on the appropriate district form, which shall include the nature of the emergency or provision of the student's IEP that necessitated the use of seclusion. The record shall include the nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising (if there were any indications that the emergency was likely to arise), and a detailed description of the nature of the restraint or seclusion, its duration and effect on the student's established medical or behavioral support or educational plan.

(7) The student will be permitted to leave the seclusion area upon completion of the seclusion period, which will be determined by (a) the student's IEP, or (b) five (5) to ten (10) minutes of quiet and appropriate behavior, during which the provider or assistant provider judges that the student has regained sufficient composure to be released to the educational environment (10-76b-7(d)).

(8) Upon completion of the seclusion period, the student will be given a brief explanation of why the seclusion period has ended (e.g., you have been sitting quietly for 5 minutes) and permitted to return to regularly scheduled activities or assigned to another designated space.

(9) If the student has engaged in any behavior during seclusion that was dangerous to his/her physical safety or the safety or others, the student shall be examined by the school nurse or other qualified medical personnel before proceeding to the next activity or location. If the use of seclusion results in physical injury to the student, such instance of physical injury must be reported to the State Department of Education.

Students

Use of Physical Force

**ADMINISTRATIVE REGULATIONS ON
SECLUSION AND RESTRAINT OF PERSONS WITH
DISABILITIES WHO ARE "PERSONS AT RISK" AS DEFINED BY
STATE LAW IN THE FAIRFIELD PUBLIC SCHOOLS 5144.1 AR**

(10) Each instance of seclusion shall be reported to the Director of Special Education and to the parent or legal guardian of the student within twenty-four (24) hours following the incident resulting in seclusion. An incident report will be provided to parents within two business days.

Physical Restraint:

The following Procedures for Physical Restraint shall apply unless superseded by individualized procedures applicable to an individual student:

(1) A provider or assistant provider will be called to respond to the situation requiring PMT intervention.

(2) The school nurse will be called to the site to monitor the physical condition of the student being restrained.

(3) Physical restraint will be applied in the least restrictive manner appropriate to gain behavioral control of the student, using the least amount of force needed, and for the least amount of time necessary.

(4) Physical restraint shall be terminated when the provider or assistant provider determines that the student has regained physical and/or emotional control and no longer poses a threat to himself/herself and/or others.

(5) The student who is being physically restrained shall be continuously monitored by a provider or assistant provider, and shall be regularly evaluated for indications of physical distress. Line of sight supervision must be maintained at all times while the student is being physically restrained. The provider or assistant provider shall enter observations, recorded at intervals of no less than five (5) minutes, on (or to be transferred to) the appropriate district form, to be retained in the student's educational record. The record shall also include the nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising (if there were indications that the emergency was likely to arise), and a detailed description of the nature of the restraint, its duration and effect on the student's established medical or behavioral support or education plan.

(6) Physical restraint is not permitted to last more than twenty (20) minutes without review and approval by the building principal or designee. Approval by the building principal or designee for continuation of physical restraint must be provided for every ten (10) minute increment thereafter. At each such interval, consideration must be given to moving to a less restrictive alternative, such as seclusion or time-out. In no event may physical restraint be extended for more than a total of sixty (60) minutes, unless emergency personnel have been summoned and the student is awaiting transport to an emergency facility and continues to exhibit dangerous behaviors.

(7) Each instance of physical restraint shall be reported in writing to the Director of Special Education and to the parent or legal guardian of the student within twenty-four (24) hours following the incident resulting in physical restraint. An incident report will be provided to the parents within two business days.

(8) Once the physical restraint has been terminated, the student shall be examined by the school nurse or other qualified medical personnel for signs of any physical injury. If the use of physical restraint results in physical injury to the student, such instance of physical injury must be reported to the State Department of Education.

8/24/2009

Students

PROGRESS / RECORDS **5200**

PROMOTION / RETENTION **5210**

The philosophical basis for promotion and retention acknowledges the differences among students and the need to accommodate those differences. This philosophy recognizes the need to provide students with instruction appropriate to their academic, emotional, social, and physical level of development. The promotion or retention of students in the Fairfield Public Schools shall be determined on the basis of a child's best interest. Parental or custodial understanding and support in matters of promotion and retention are crucial to the success of a student's assignment.

Legal Reference: Connecticut General Statutes
PA 98-288 An Act Concerning Education Accountability
10-221b Boards of education to prescribe rules, policies, and procedures as amended by PA 97-290
10-265g Summer reading programs required for priority school districts. Evaluation of student reading level. Personal reading plans

Approved 8/27/04

Students

Progress / Records

REPORTING STUDENT PROGRESS 5215

The Fairfield Public Schools support a grading and reporting philosophy, which stresses the importance of providing clear, concise, and fair information regarding each student's school performance to students, parents or guardians, and institutions outside the Fairfield Public Schools. This information should include, in addition to an evaluation of the extent to which the instructional objectives have been achieved by the student, an appraisal of the student's achievement in relation to peers locally and nationally. An appraisal of the student's personal attributes, including effort and attitude, should also be provided to help support and guide the student toward individual responsibility and maturity. Student progress may be reported through written report cards and progress reports, parent / teacher conferences, standardized test result profiles, etc.

Legal Reference: Connecticut General Statutes
10-15b Access of parent or guardian to student's records
46b-56 Access to records of minor children by non-custodial parent

Approved 8/27/04

Students

Progress / Records

STUDENT RECORDS **5220**

General

The Board of Education recognizes the need for and usefulness of keeping educational records for each student, which will reflect the physical, emotional, social, and academic aspects of a student's development in the educational process. Accurate and complete records are maintained and used so as to contribute to the student's welfare.

Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance, and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto. Such safeguards are designed to meet the requirements of state and federal law.

Custodians of Records for each school within the district and for the central administration shall be appointed by the Superintendent.

Definitions

- "**Student record**" means any item of information directly related to an identifiable student, other than directory information, which is maintained by an employee in the performance of his duties whether recorded by handwriting, print, tapes, film, microfilm, or other means. Student records include information related to an individual student gathered within or without the school system and maintained within the school system regardless of the physical form in which it is maintained.

  "**Student record**" shall not include informal notes related to a student compiled by a school officer or employee for his own use, which remain in the sole possession of the maker and are not accessible or revealed to any other person except a substitute.
- "**Personally identifiable information**" means that the data or information includes the name of a student's parent, or other family member, the name and address of the student, a personal identifier such as the student's social security number or student number, a list of personal characteristics which would make the student's identity easily traceable, or other information which would make the student's identity easily traceable.
- "**Directory information**" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name; parent(s) or guardian's name; address; telephone listing; photograph; date and place of

Students

Progress / Records

STUDENT RECORDS (continued) **5220**

Definitions (continued)

birth; dates of attendance; grade level; participation in officially recognized activities and sports; weight, height and statistical information regarding members of athletic teams; honors and awards received; and lists of schools or educational programs attended.

- "**Parent**" means a natural parent, an adopted parent, or legal guardian. If parents are divorced or separated, both parents may challenge the content of a record, offer a written response to a record, or consent to release records to others, unless the parental rights of one (1) parent have been terminated or modified in any material way. Whenever a student has attained the age of eighteen (18) years, the permission consent required of, and the right accorded to, the parents or guardian of the student shall thereafter only be required of, and accorded to, the student, unless the district is provided with evidence of a court order to the contrary.
- "**Access**" is defined as the right to inspect, review, and request copies of a student's educational records or any part thereof.
- "**Student**" means a person who is or was enrolled in a school.
- "**Eligible student**" means a person who is or was enrolled in school and who is at least eighteen (18) years of age or who is attending an institution of post-secondary education.
- "**Custodian of Records**" is the person appointed by the Superintendent of Schools who has the responsibility for the collection, maintenance, disclosure, and destruction of records.

Access to Student Records

Annually, parents and students will be notified of the existence of policies and procedures for student records and confidentiality through newsletters, school handbooks, and/or local newspapers. Copies of the policies and procedures relating to access to and maintenance of student records will be available upon request. The term "eligible student" shall be substituted for the term "parent or guardian" as applicable.

<u>Parental Access</u>

- In accordance with Section 10-15b of the Connecticut General Statutes, parents have the right to inspect and review the education records relating to their child maintained by any local or regional school district in which their child is or has been in attendance. Furthermore, the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, gives parents and eligible students the right to inspect and review the educational records of a child being served by any

Students

Progress / Records

STUDENT RECORDS (continued) **5220**

Access to Student Records (continued)

Parental Access (continued)

educational agencies or institutions to which funds are made available under any federal program.

- Parents' rights of inspection and review are restricted to information dealing with their own child. The school district will presume that even when parents are separated or divorced and one (1) parent has been granted custody, that both parents have access to records. This access will be extended to both parents unless the school district receives a court order to the contrary.
- Requests by parents and eligible students to inspect and review the student's educational records will be accommodated within a reasonable period of time but no more than forty-five (45) calendar days after the receipt of a written request.
- As required by Section 10-76d-18(b)(1) of the Regulations of Connecticut State Agencies, requests for inspection and review by parent(s) of students requiring special education and related services shall be accommodated within a two-week period (10 school days). All requests for inspection of records must be in writing. Parents will be provided the opportunity to inspect records within three (3) days when requested to prepare for a Planning and Placement Team (PPT) meeting or special education due process proceeding. Additionally, in accordance with Section 10-76d-18(b)(2), parents will be provided one (1) free copy of the student's records within five (5) days, upon written request. Subsequent requests for copies of educational records may be subject to reasonable fees for copying imposed by the district.
- An official of the school district shall be present at all such inspections and reviews. The primary responsibility of this official shall be to answer questions regarding the educational record and maintain its integrity.
- The school district shall also maintain a record of those individuals who have sought or obtained access to the records. This form indicates the name of any individual who has access, date, disposition of request, name of official meeting with the parent, specific data disclosed, and the legitimate educational interests the party(ies) had in requesting or obtaining the information. This record need not include parents and employees of the school district with a legitimate educational interest.

Access to Records

- Professional staff members shall have access to student information in the records when access is directly related to their responsibility to promote the educational growth of the students.

Students

Progress / Records

STUDENT RECORDS (continued) 5220

Access to Student Records (continued)

Access to Records (continued)

- Parents or eligible students shall have access to their student's record within a maximum of ten (10) days upon the submission of a written request to the Custodian of Records. A parent may delegate or deny the right of access to other persons or agencies as permitted by statutes and regulations.
- An eligible student shall have access to his records upon the submission of a written request within ten (10) days to the Custodian of Records. An eligible student may delegate or deny this right of access to other persons or agencies as permitted by statutes and regulations.
- Courts and administrative agencies can obtain records upon issuance of a court order or subpoena when a student is or legally should be in school as required by Section 10-15b of the Connecticut General Statutes.

Release of Records or Personal Data

- The school district or its designated agents may not permit access to or the release of personally identifiable records or files of any student to any outside individual, agency, or organization without the written consent of the parent(s) or the eligible student, except the following:
  - Other school officials, including teachers employed by the school district, who have been determined by the district to have legitimate educational interests.
  - Officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the students parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
  - Authorized representatives of the Comptroller General of the U.S.; the Secretary of Education; the U.S. Commissioner of Education; the Director of the National Institute of Education; or the Assistant Secretaries of the Department of Education; or state educational authorities, under the following conditions: the school will provide such authorized representatives access to student or other records which may be necessary in connection with the audit, evaluation, or enforcement of state and federally supported education programs, but shall not permit such representatives to collect (remove) personally identifiable data unless specifically authorized to do so by state and federal laws.

Students

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STUDENT RECORDS (continued) 5220

Release of Records or Personal Data (continued)

- In compliance with a judicial order or subpoena upon condition that the parent or the eligible student is notified in advance of the compliance or that reasonable efforts were made to notify both parties, particularly in the case of former students.
- In case of health or safety emergency when such information is necessary to protect the student or other individuals. Factors that need to be taken into account in determining whether personal information may be disclosed without consent in this category include:
  a. the seriousness of the threat to health and safety;
  b. the immediate need for the information;
  c. the degree to which the party requesting the information can deal with the emergency; and
  d. the extent to which time is of the essence in dealing with the emergency.
- Parents of a dependent student or such parents as defined in Section 152 of the Internal Revenue Service Code of 1986.
- The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
  a. determine eligibility for the aid;
  b. determine the amount of the aid;
  c. determine the conditions for the aid; or
  d. enforce the terms and conditions of the aid.
- Disclosure to accrediting organizations to carry out their accrediting functions.
- Disclosure to organizations conducting studies for, or on behalf of, educational agencies or institutions to:
  a. develop, validate, or administer predictive tests;
  b. administer student aid programs; or
  c. improve instruction.

  Such studies shall be conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization. The information collected and utilized in such studies shall be destroyed when no longer needed for the purposes for which the study was conducted.

- Requests from police, juvenile court staff, probation officers and the like, can only be accommodated after receiving consent, unless compliance with the request meets the requirements of another exception, such as to protect the health and safety of the student.

Students

Progress / Records

STUDENT RECORDS (continued) **5220**

Release of Records or Personal Data (continued)

- Personally identifiable information contained in the student record must not be furnished in any form (written, taped, person-to-person) to any persons other than those listed above, unless there is written consent from the parent(s) or eligible student indicating the records to be released, the reason for such a request, and to whom (agency, person, etc.) said records will be released. The student's parent(s) or eligible student, if they so desire, are to be provided a copy of released records.
- Directory information may be disclosed without written consent, unless the parent(s) or eligible student has advised the Board to the contrary. In order to prevent the disclosure of directory information, parent(s) and eligible students must notify the Board in writing that they do not want their child's / their own directory information released without their prior consent. The Board will provide parents and eligible students of their right to opt out of having their child's / their own directory information released without prior written consent.
- The preceding individuals, agencies, or organizations entitled access to records without parental consent, are required to complete and sign a form specifying the legitimate educational or other interest that such person, agency, or organization has in seeking such information. This form shall be available to parent(s) or the eligible student and school officials and shall be kept with educational records of each student.
- Personal information shall be transferred to a third party (preceding individuals, agencies, or organizations) only on the condition that such party will not permit any other party to have access to that information without the written consent of the parent(s) or the eligible student.

Amendment of Student Records

Parent(s) and eligible students shall have the right to request deletions or amendments of any information contained in the student's record. Such amendments shall be made in accordance with the procedure described below.

- Parent(s) or eligible students shall request a conference with the Custodian of Records to make their objections known and state in writing what should be amended.
- The Custodian of Records shall, within a week after the conference, render to such student and his parent(s) a decision, in writing, stating the reason or reasons for the decision.
    a. If the decision is in favor of the student and the parent(s), the Custodian of Records shall promptly take steps as may be necessary to put the decision into effect.

Students

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STUDENT RECORDS (continued) **5220**

Amendment of Student Records (continued)

b. If the Custodian of Records decides that an amendment of data in accordance with the request is not warranted, the custodian shall so inform the parent(s) or eligible student and advise him of the right to a hearing in accordance with the Hearing Rights and Procedures section below. Parent(s) and eligible students shall have the right to add information, comments, data, or other relevant materials to a student's record, if they believe that information in the student's record is inaccurate or misleading or violates privacy or other rights of the student. Additionally, if the parent(s) or eligible student chooses not to request a hearing, the parent(s) or eligible student has the right to place in the record a statement of his position regarding the decision of the Custodian of Records.

Hearing Rights and Procedures

Rights

- Upon written request of a parent(s) or eligible student, the school district shall provide an opportunity for a hearing if the parent(s) or eligible student wishes to challenge data to ensure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.
- If, as a result of the hearing, the school district decides that data are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the data accordingly and so inform, the parent(s) or eligible student in writing.
- If, as a result of the hearing, the school district decides that the data are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent(s) or eligible student of their right to place in the records a statement setting forth the reasons for disagreement with the decision.
  a. Any explanation placed in the records of the student shall be maintained by the school district as part of the records of the student as long as the record or contested portion thereof is maintained by the school district.
  b. If the records of the student or the contested portion thereof are disclosed by the school district to any eligible party, the statement of parental disagreement shall also be disclosed to that party.

Students

Progress / Records

STUDENT RECORDS (continued) **5220**

Hearing Rights and Procedures (continued)

Procedures

- In the event that any decision of the Custodian of Records is not satisfactory to the parent(s) or eligible student in whole or in part, the parent(s) or eligible student may appeal the decision of the Custodian of Records to the Superintendent of Schools. Requests for such an appeal shall be in writing to the Superintendent.
- The Superintendent shall, within two (2) weeks after being notified of such an appeal, review the issues presented and render a written decision to the parent(s) or eligible student, stating the reason or reasons for the decision.
- If the Superintendent's decision is not satisfactory to the parent(s) or eligible student in whole or in part, the parent(s) or eligible student have the right of appeal to the local Board of Education. The request for such appeal shall be in writing to the Chairperson of the Board of Education.
- The Board of Education shall, within four (4) weeks after being notified of such appeal, conduct a fair hearing in executive session to decide the issues presented by the parent(s) or eligible student.
- The parent(s) or eligible student shall have the right to be represented by an advocate of their choosing, to cross examine witnesses, to present evidence, and to receive a written decision within ten (10) days of the hearing by the Board.

Waiver of Rights

- A parent of a student or an eligible student may waive his right of access to confidential records subject to the following limitations:
  a. That the parent or eligible student signs the waiver.
  b. That the school district may not require but may request a waiver.
- An student may waive his right of access to confidential information only with the following limitations:
  a. That the waiver applies to only confidential letters and statements.
  b. That the student be notified upon request of the names of all individuals providing letters or statements.
  c. That the letters or statements are used only for the purpose for which they were originally intended.
  d. That this waiver is not required by the school district.
- The student may revoke the waiver after he becomes an eligible student.
- Any request for a waiver or revocation of a waiver must be in writing.

Students

Progress / Records

STUDENT RECORDS (continued) **5220**

Hearing Rights and Procedures (continued)

Complaints
Parents and eligible students also have the right to file a complaint with the United States Department of Education concerning any alleged failure by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Retention / Disposition of Records

Student educational records will be maintained and disposed of or expunged in accordance with the Public Records Administration Municipal Records Retention Schedule (Schedule M8, revised 2000) regarding Educational Records, as amended from time to time.

Responsibilities of the Custodian of the Records
The Custodian of Records shall have:

- the duty of maintaining and preserving the confidentiality and security of student records;
- the duty to review all records and delete the information that may no longer be valid and useful;
- the authority to grant access or to deny access to records in accordance with district procedures and state and federal law; and
- the responsibility of maintaining, for public inspection, a current list of names of those employees having access to personally identifiable data.

Students

Progress / Records

STUDENT RECORDS (continued) **5220**

Legal References: Connecticut General Statutes
1-19(b)(11) Access to public records. Exempt records
7-109 Destruction of documents
10-15b Access of parent or guardian to student's records
10-94i Rights and liabilities of surrogate parents
10-154a Professional communications between teacher or nurse and student. 10-209. Records not to be public
10-221b Boards of education to establish written uniform policy re treatment of recruiters
11-8a Retention, destruction and transfer of documents
11-8b Transfer or disposal of public records. State Library Board to adopt regulations
46b-56(e) Access to records of minors
Connecticut Regulations
10-4-10 Maintenance of personal data
10-76d-18 Education records and reports.
Federal Family Educational Rights and Privacy Act of 1974 (FERPA), 20 USC § 1232g, as amended by the No Child Left Behind Act of 2001
Connecticut Public Records Administration, Records Retention Schedule M8 - Disposition of Education Records (revised 2000)

Approved 8/27/04

Students

Progress / Records

REQUIREMENTS FOR GRADUATION 5225

Introduction

To graduate from the Fairfield Public Schools a student must earn a minimum of 43 credits and meet the credit distribution requirement. A student must demonstrate the designated computer applications proficiency.

Beginning with the graduating Class of 2006, a student must also meet designated levels of academic proficiency in mathematics, reading across the disciplines, and writing across the disciplines. Beginning with the Class of 2008, a student must also meet designated academic proficiency in science.

Credit Requirements for Graduation

To meet the minimum requirements for a high school diploma, a student must earn 43 credits and achieve the following credit distribution:

English	8 credits
Math	6 credits
Science	6 credits
Social Studies	6 credits
Physical Education & Health	3.04 credits (16 units)
Arts / Vocational	2 credits

Both the 6 credit requirement in Science and 43 credit minimum requirement will be applicable to the class of 2009.

Demonstrate Computer Applications Proficiency

Demonstrate Academic Proficiency

Score at or above the Proficiency Level on each of four areas of The Connecticut Academic Performance Test (CAPT): Mathematics, Reading Across the Disciplines, Writing Across the Disciplines and Science;

OR

Demonstrate proficiency on performance assessments, which correspond to any areas of CAPT, which fall below the designated score levels.

Students

Progress / Records

REQUIREMENTS FOR GRADUATION (continued) **5225**

High School Performance Standards

Math: A student who has not met the CAPT mathematics criterion must demonstrate proficiency in one of the following ways.

a. The student will be retested on the CAPT the following year in order to demonstrate proficiency by meeting the district's identified standard;

OR

b. The individual sub-tests of CAPT that do not meet the above criteria will be identified. Open-ended math problems, which correspond to these sub-tests and are appropriate to the content of the course in which the student is enrolled, will be constructed. Student work on these assessments will be retained in an electronic folder or in a work folder maintained by the student and monitored by the student's teacher. During the summer between junior and senior year, a committee of math teachers will examine this collective work, rate each assessment against an established rubric, and determine if the work demonstrates proficiency.

c. Additional performance tasks will be provided during the fall of the senior year for those students who did not demonstrate proficiency on their junior demonstration folder. By the second week in January, a committee of mathematics teachers will examine this work against the established rubric and determine if the work demonstrates proficiency.

d. A student who does not demonstrate proficiency in his senior demonstration folder must successfully complete a performance-based Senior Exit Program.

Reading Across the Disciplines consists of two sub-categories: Response to Literature and Reading for Information. A student who has not met the CAPT Reading Across the Disciplines criteria must demonstrate proficiency in one of the following ways.

a. The student will be retested on the CAPT the following year in order to demonstrate proficiency by meeting the district's identified standard;

OR

Students

Progress / Records

REQUIREMENTS FOR GRADUATION (continued) **5225**

Reading Across the Disciplines (continued)

Assessment instruments will be constructed by English teachers (Response to Literature) and social studies teachers (Reading for Information) to allow students to demonstrate proficiency in reading based on the CAPT criteria:

b. The individual sub-tests of CAPT, which do not meet the above criteria, will be identified. Reading assessments, which correspond to these sub-tests and are appropriate to the content of the course in which the student is enrolled, will be constructed. (The English department will be responsible for the subset of Response to Literature and the social studies department will be responsible for Reading for Information.) Student work on these assessments will be retained in an electronic folder or in a work folder maintained by the student and monitored by the student's teacher. During the summer between junior and senior year, a committee of English and social studies teachers will examine this collective work, rate each assessment against an established rubric, and determine if the work meets performance standards.

c. Additional performance tasks will be provided during the fall of the senior year for those students who did not demonstrate proficiency on their junior reading assessments. By the second week in January, a committee of English and/or social studies teachers will examine this work against the established rubric and determine if the work demonstrates proficiency.

d. A student who does not demonstrate proficiency in his senior demonstration folder must successfully complete a performance-based Senior Exit Program.

Writing Across the Disciplines consists of two (2) subcategories, which are: Interdisciplinary Writing and Editing and Revising**.** A student who has not met the CAPT Writing Across the Disciplines criteria must demonstrate proficiency in one of the following ways.

a. The student will be retested on the CAPT the following year in order to demonstrate proficiency by meeting the district's identified standard;

OR

Students

Progress / Records

REQUIREMENTS FOR GRADUATION **5225**

Writing Across the Disciplines (continued)

Assessment instruments in English and social studies will be constructed to allow students to demonstrate proficiency in writing based on the CAPT rubrics. Internal assessment prompts will be constructed to allow students to demonstrate proficiency in writing in the following manner:

b. The individual sub-tests of CAPT, which do not meet the above criteria, will be identified. Writing assessments, which correspond to the two sub-tests and are appropriate to the content of the course in which the student is enrolled, will be constructed. Student work on these assessments will be retained in an electronic folder or in a work folder maintained by the student and monitored by the student's teacher. A committee of English and social studies teachers will examine this collective work, rate each assessment against an established rubric, and determine if the work meets performance standards.

c. Additional performance tasks will be provided during the fall of the senior year for those students who did not demonstrate proficiency on their junior writing assessments. By the second week in January, a committee of English and/or social studies teachers will examine this work against the established rubric and determine if the work demonstrates proficiency.

d. A student who does not demonstrate proficiency in his senior demonstration folder must successfully complete a performance-based Senior Exit Program.

Science: A student who has not met the CAPT Science criterion must demonstrate proficiency in one of the following ways:

a. The student will be retested on the CAPT the following year in order to demonstrate proficiency by meeting the district's identified standard;

OR

b. The individual CAPT science standards that do not meet the above criteria will be identified. Performance tasks that correspond to these standards and are appropriate for the course in which the student is enrolled, will be constructed. Student's work on these tasks will be retained in an electronic folder or in a work folder maintained by the student and monitored by the student's teacher. During the summer between junior and senior year, a committee of science teachers will examine this collective work, rate each task against an established rubric, and determine if the work demonstrates proficiency.

Students

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REQUIREMENTS FOR GRADUATION (continued) **5225**

c. Additional tasks will be provided during the fall of senior year for those students who did not demonstrate proficiency on their junior demonstration folder. By the second week in January, a committee of science teachers will examine this work against the established rubric and determine if the work demonstrates proficiency.

d. A student who does not demonstrate proficiency in his/her senior demonstration folder must successfully complete a performance-based Senior Exit Program.

Procedures for Review of Student Work

The Headmaster(s) of Fairfield high school(s) and the appropriate curriculum leaders will appoint a committee of teachers. Student work will be submitted and reviewed at the end of the student's junior year. Students who do not meet the standards on either the CAPT retest(s) or the submitted demonstration folder will be allowed to submit another demonstration folder at the conclusion of the first semester of their senior year. Students who do not demonstrate proficiency will enroll in a designated senior project course and/or a designated math course.

Transfers

If a student transfers to a Fairfield high school after completing three (3) years of high school elsewhere, he may be exempt from Fairfield High School Performance Standards.

Notification: **Teachers, Students, and Parents**

The guidance department will formally notify students, their teachers, and their parents or guardians if the district's standard on the CAPT has not been met in the areas of Mathematics, Reading Across the Disciplines, and Writing Across the Disciplines. Students who have not met the district's standard will be encouraged to retake designated CAPT areas in the spring of their junior year and to submit a demonstration folder of their work by June 1st as indicated above. The results of the assessment of the student work will be communicated to students who have demonstrated proficiency on their folder of work by the second week of September. The results of the CAPT retest and the scoring of the folder of student work from the first semester of the senior year will be communicated by the guidance department via certified mail to the student and parent or guardian by the second week of January of the senior year.

Successful completion of a performance-based Senior Exit Program will be communicated to the students and parent or guardian by June 1st of the senior year.

Students

Progress / Records

REQUIREMENTS FOR GRADUATION (continued) **5225**

Options

If a student does not demonstrate proficiency as described, he may return to the high school for a fifth year, enroll in summer school, or register for appropriate night school classes.

Appeals

The headmaster(s) shall design and implement an appeals process. The final authority to determine proficiency on appeal will rest with the headmaster(s).

Legal Reference: Connecticut General Statutes
10-14n Statewide mastery examination. Conditions for reexamination. Limitation on use of test results
10-16(l) Graduation exercises (as amended by PA 96-108 An Act Concerning Student Use of Telecommunication Devices and the Establishment of Graduation Dates)
10-221a High school graduation requirements (as amended by PA 00-156 An Act Concerning High School Diplomas and Veterans of World War II

Approved 8/27/04
Revised and Approved 9/27/05

Students

Progress / Records

HIGH SCHOOL COURSE LOAD 5230

All students at the high school level shall carry a minimum of five and one-half (5 ½) courses exclusive of physical education, except in special circumstances approved by the Headmaster.

Approved 8/27/04

Students

Progress / Records

AIDS EXEMPTION 5235

In accordance with Section 10-19b of the Connecticut General Statutes, parents or guardians may exempt their child from Acquired Immune Deficiency Syndrome (AIDS) lessons at any grade level by notifying the building principal in writing of their request.

Legal Reference: Connecticut General Statutes
10-16b Prescribed courses of study
10-19(b) AIDS education
10-19 Effect of alcohol, nicotine, or tobacco and drugs to be taught

CREF 6235

Approved 8/27/04

Students

Progress / Records

FAMILY LIFE EXEMPTION **5240**

In accordance with Section 10-16e of the Connecticut General Statutes, parents or guardians may exempt their child from the Family Life / Physical Growth and Development lessons of the health curriculum at any grade level by notifying the building principal in writing of their request.

Legal Reference: Connecticut General Statutes
10-16b Prescribed courses of study
10-16e Students not required to participate in the family life education program

CREF 6240

Approved 8/27/04

Students

Progress / Records

POST GRADUATE STUDIES 5245

Fairfield residents who have graduated from high school may be enrolled in a high school for such post-graduate work as approved by the school administration. Such students must meet all the regular school requirements.

Approved 8/27/04

Students

CODE OF BEHAVIOR 5300

STUDENT DISCIPLINE 5310

Students, teachers, and administrators have the right to expect mutual courtesy, fair and equitable treatment, and to be informed of their rights and their responsibilities. The staff of the Fairfield Public Schools strives to assist students to develop the ability for self-direction and self-discipline. However, those students who infringe upon the rights of others or who violate school policies and regulations will be subject to corrective action. In all cases the rights of students will be preserved and protected.

The administration of each individual school is given the authority to take appropriate action to ensure compliance with Board policy as stated above. Appropriate action may include, although it is not limited to, one or more of the following:

- conference with the student and/or teacher and/or guidance counselor;
- conference with the parent or guardian;
- referral to building and/or central planning and placement team;
- referral to social and community agencies;
- internal or external suspension of student; and/or
- recommended expulsion of student.

Corporal punishment as a disciplinary measure is prohibited in the Fairfield Public Schools. Notwithstanding this, physical force may be used to quell a disturbance, which threatens physical injury to others, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons and property.

The administration will develop a Code of Behavior, which will be communicated to students and parents or guardians through annual publication in the individual schools' student handbook (CREF 5315).

Approved 8/27/04

Students

Code of Behavior

SUBSTANCE ABUSE **5313**

It is the policy of the Fairfield Public Schools to prevent and prohibit the possession, use and/or distribution of any drug (narcotics and alcohol) or drug paraphernalia on school property, at school-sponsored events, on school buses, and en route to and from school by any mode of travel.

Violations of this policy, including possession, use, distribution of any drug or drug paraphernalia, and being under the influence of any drug on school property or at any school-sponsored event, shall be dealt with in accord with the procedures developed by the administration. The consequences of such violations may ultimately result in expulsion from school.

Recognizing that drug use and abuse may be indicative of serious, underlying problems, every effort shall be made to offer a student help and assistance, including early identification, referral for treatment, and after care support. Disciplinary procedures will be administered with the best interests of the student, school population, and community in mind.

Due consideration will be given to the rights of students:

- questioning of a student on school premises will take place only in the presence of a school building administrator and/or dean;
- a student's right to remain silent or to speak through an attorney or parent or guardian may not be abridged; and
- a school building administrator and/or dean will maintain a record of all proceedings under this policy, which shall be available to the student.

Approved 8/27/04

Students

Code of Behavior

ADMINISTRATIVE REGULATIONS ON SUBSTANCE ABUSE 5313AR

School personnel shall observe and report inappropriate behavior, poor class performance, tardiness, absenteeism, or physical changes in any student to their immediate supervisor or appropriate designated staff member.

The school shall maintain and extend programs that help students to assess implications of the use of addictive substances, such as drugs and alcohol, and help students to understand the personal and social implications of abuse of these substances.

Any teacher or other school staff member who suspects a student in demonstrating symptoms of possible drug / alcohol use (staggering, slurred speech, incoherence, dazed appearance, inability to respond, vomiting, unconsciousness) shall immediately refer the student to the appropriate administrator who will treat the situation as a medical emergency. A referral will be made to the Student Assistance Team.

Should the school nurse determine the student's symptoms are drug / alcohol related or if he is unable to function normally, the school principal or designee shall take appropriate action which may include notifying the parent or guardian, taking the student home or for medical care, depending upon the severity of the student's condition. If drug use is confirmed, the student will be suspended. A referral will be made to the Student Assistance Team.

When there is evidence of use, illegal transmitting, or possession of drugs, including alcohol, during school hours or at any school-sponsored activity, the student will be advised of his rights, the police summoned, and the parent or guardian shall be asked to confer with the principal and/or appropriate members of the school staff. The student will be suspended. A referral will be made to the Student Assistance Team.

If a student is caught in possession, use, distribution, or selling of drug paraphernalia, the principal or designee will confiscate the drug paraphernalia, summon the police, and notify the parent or guardian. The student will be suspended. A referral will be made to the Student Assistance Team.

On school buses en route to and from school or any school-sponsored event, bus drivers will radio any inappropriate or bizarre behavior, which might indicate possible drug or alcohol use or possession to the transportation office immediately. The transportation office shall then notify the appropriate building administrator. A referral will be made to the Student Assistance Team.

Students

Code of Behavior

ADMINISTRATIVE REGULATIONS ON SUBSTANCE ABUSE (continued) **5313AR**

Disciplinary consequences for students found to be in violation of this policy shall be:

- first offense — five (5) day suspension; may be reduced by up to one (1) day if student and parents participate in a Saturday morning session with the Student Assistance Counselor.
- second offense — maximum of ten (10) day suspension; and
- third offense — referral to the Board of Education for a hearing that might result in expulsion.

The dean shall make available to the parent or guardian (upon the first violation) a resource list of drug / alcohol counseling, rehabilitation, and reentry programs.

All communications between the school, students, parents or guardians, and police will be considered confidential as defined in Connecticut General Statutes 10-154a.

All students and parents or guardians will be notified of this policy yearly and understand that compliance is mandatory.

8/27/04
Revised 7/22/09

Students

Code of Behavior

SMOKING **5314**

In accordance with Connecticut General Statutes, and with Board Policy, smoking by students will not be permitted in any public school building or on school grounds in the Town of Fairfield. Students in the Continuing Education Program and adults attending meetings in school buildings may smoke in designated outside areas, which are equipped with receptacles for ashes and associated debris.

Approved 8/27/04

Students

Code of Behavior

INFRACTIONS **5315**

School personnel shall deal with infractions of school rules according to administrative regulations. The administration will develop a Code of Behavior, which will be communicated to students and parents or guardians through annual publication in the individual schools' student handbook (CREF 5310).

The building administrators shall notify the police department of all crimes of a serious nature, such as carrying a weapon, assault with a weapon, possession of a controlled substance, vandalism on school grounds, and larceny.

Approved 8/27/04

Students

Code of Behavior

WEAPONS **5320**

The safety of all students is our highest concern. Therefore, students who bring to school, sell, or attempt to sell, or illegally use a firearm, deadly weapon, dangerous instrument, or facsimile of a weapon will be suspended from school and reported to the Fairfield Police Department. State law specifically prohibits such behavior. Such behavior may result in expulsion from school for a period of up to one (1) calendar year.

Legal Reference: Connecticut General Statutes
10-221 Boards of education to prescribe rules, policies, and procedures as amended by PA 97-290
10-233a through 10-233f Expulsion as amended by PA 95-304
53a-3 Definitions
53a-217b Possession of firearms and deadly weapons on school grounds
53-206 Carrying and sale of dangerous weapons
PA 94-221 An Act Concerning School Discipline and Safety
GOALS 2000: Educate America Act
18 USC 921 Definitions

Approved 8/27/04

Students

Code of Behavior

HAZING **5325**

The Fairfield Public Schools prohibit any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or participation in a school activity.

Hazing is prohibited whether it occurs on or off school grounds and whether it occurs during, prior to, or after the season or school day. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if the student willingly participates.

All coaches and advisors are required, prior to commencement of their season or activity, to meet and explain this policy to all participants. In the event that a coach or advisor becomes aware of any violations of this policy, it must be reported immediately to the building administrator.

If a student believes that hazing has occurred, the student shall promptly report this incident to a coach or advisor, counselor, or administrator. This information must immediately be brought to the building administrator. The building administrator will conduct a comprehensive investigation. All information will be held in strict confidence.

Consequences for hazing activities may include, but are not limited to: team / activity suspension or removal, school suspension or expulsion, or legal prosecution.

The Superintendent or designee shall provide that students and parents or guardians of students are notified of the prohibition against hazing and the penalties for violating the prohibition by ensuring inclusion of this policy in student and parent handbooks.

Approved 8/27/04

Students

Code of Behavior

BULLYING **5330**

The Board of Education promotes a secure and happy school climate, conducive to teaching and learning, which is free from threat, harassment, and any type of bullying behavior. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited.

Bullying is defined under Sec. 10-222d. as amended by PA 08-160 as:

> any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds or at a school-sponsored activity, which acts are committed more than once against any student during the school year.

A student who engages in any act of bullying is subject to appropriate disciplinary action up to and including suspension, expulsion, or referral to law enforcement officials.

The District's program:

- permits anonymous reports of bullying by students and written identifiable reports of suspected bullying by the parent or guardian;
- requires teachers and other school staff to notify school administrators in writing of bullying acts they witness and students' reports they receive;
- requires school administrators to investigate parents' or guardians' written reports and review students' anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
- requires each school to maintain a publicly available list of the number of verified bullying acts that occurred there;
- requires each school to have a prevention and intervention strategy, as defined by statute, for school staff to deal with bullying, including language about bullying in student codes of conduct and in all student handbooks;
- requires each school to notify parents or guardians of all students involved in a verified act of bullying and invite them to attend at least one meeting. The notice must describe the school's response and any consequences that may result from further acts of bullying.
- requires the development of case-by-case interventions for addressing reported incidents of bullying against a single individual or recurring perpetrated bullying incidents by the same individual that may include both counseling and discipline;
- requires students to be notified annually of the process by which they will make reports of bullying;
- requires the identification of appropriate school personnel, which may include, but shall not be limited to, pupil service personnel, responsible for taking a bullying report and investigating the complaint;
- as required, but not later than February 1, 2009, submit this policy to the Department of Education for its review, analysis, and cooperative assistance; and
-

- inclusion in the District's staff development program for certified staff training pertaining to the prevention of bullying, effective July 1, 2009.

The Board expects prompt and reasonable investigations of alleged acts of bullying. The principal of each school or designee is responsible for handling all complaints of alleged bullying.

Prevention and Intervention Strategy

The District shall implement, as required by C.G.S. 10-221d, as amended, a prevention and intervention strategy which may include, but not limited to:

1. Implementation of a positive behavioral intervention and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education.
2. A school survey to determine the prevalence of bullying.
3. Establishment of a bullying prevention coordinating committee with broad representation to review the survey results and implement the strategy.
4. School rules prohibiting bullying, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts.
5. Adequate adult supervision of outdoor areas, hallways, the lunchroom, locker rooms and other specific areas where bullying is likely to occur.
6. Inclusion of grade appropriate bullying prevention curricula in kindergarten through high school.
7. Individual interventions with the bully, parents; and school staff, and interventions with the bullied child, parents; and the school staff.
8. School-wide training related to safe school climate.
9. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings, and individual interventions.

A comprehensive approach, involving everyone in the schools and the community, to address this issue at all school levels is essential to reducing incidences of bullying. Such an approach must involve proactive school-wide, classroom, and individual intervention. In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the incidence of bullying. It is important and necessary to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

Students

Code of Behavior

BULLYING **5330**
(continued)

The Superintendent or designee shall provide that students and parents or guardians of students are notified of the prohibition against bullying and the penalties for violating the prohibition by ensuring inclusion of such information in student and parent handbooks.

This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate, that is protected by state or federal law.

(cf.0521 – Nondiscrimination)
(cf.5114 – Suspension and Expulsion/Due Process)
(cf.5131 – Conduct)
(cf.5131.21 – Violent and Aggressive Behavior)
(cf. 5131.8 - Out-of-School Misconduct)
(cf.5131.912 – Aggressive Behavior)
(cf.5131.91 – Hazing)
(cf.5144 – Discipline/Punishment)
(cf.5145.4 – Nondiscrimination)
(cf.5145.5 – Sexual Harassment)
(cf.5145.51 – Peer Sexual Harassment)
(cf.6121 – Nondiscrimination)
(cf.6121.1 – Equal Educational Opportunity)

Legal Reference: Connecticut General Statutes
10-15b Access of parent or guardian to student's records. Inspection and subpoena of school or student records.
10-222d Policy on bullying behavior as amended by PA 08-160.
PA 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians.

Approved 8/27/04
Revised 5/23/06
Revised and Approved 9/23/08

Students

Code of Behavior

ADMINISTRATIVE REGULATIONS ON BULLYING 5330AR

The following regulations set forth the procedures to implement Board Policy 5330 Bullying concerning the prohibition against bullying in the Fairfield Public Schools. Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which bullying will not be tolerated by students or staff.

It is imperative that bullying be identified only when the specific elements of the definition are met, because the designation of conduct as bullying carries with it special statutory obligations. Any misconduct by one student against another student, whether or not appropriately defined as bullying, however, will result in appropriate disciplinary consequences for the perpetrator.

Definition

In accordance with state law and Board policy, **"bullying" means any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds or at a school-sponsored activity, which acts are repeated against the same student over time**.

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of Board policy. The determination that conduct does not constitute bullying under state law and Board policy, however, does not restrict the right of the administration and of the Board of Education to impose appropriate disciplinary consequences for student misconduct.

- Location - Bullying behavior in violation of Board policy must occur on school grounds or at a school-sponsored activity (which by Board policy includes transportation services). Conduct that occurs off-campus (e.g., harassment over the Internet, physical intimidation in the community) *is not* bullying under this Policy and Regulation.

  While not considered bullying under state law and Board policy, conduct that would otherwise be considered bullying occurring off-campus (and outside of any school-sponsored activity) may subject the perpetrator to disciplinary action. Discipline for such conduct may be imposed if such conduct violates a publicized policy of the Board and is seriously disruptive of the educational process. Unless:

Students

Code of Behavior

ADMINISTRATIVE REGULATIONS ON BULLYING (continued) **5330AR**

Definition (continued)

- Location (continued) - such conduct triggers a mandatory expulsion under Connecticut General Statutes § l0-233d(a), however, school officials are authorized to impose discipline for such off-campus conduct only if such conduct markedly interrupts or severely impedes the day-to-day operation of the school.

- Repeated misconduct - Bullying behavior in violation of Board policy must be "repeated against the same student over time." **An isolated incident, however egregious, is not "bullying" under state law and Board policy. Similarly, numerous acts of misconduct against different students do not constitute "bullying" under state law and Board policy.**

- Ridicule, humiliation, and/or intimidation - Bullying behavior is more than misconduct. Such behavior is marked by the intent to ridicule, humiliate, or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

- Types of conduct - Bullying can take many forms and can include many different behaviors having the overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute bullying include:
    - physical violence and/or attacks;
    - verbal taunts, name-calling, and put-downs, including taunts based on ethnicity, gender, religion, sexual orientation, or other protected and/or individual characteristics;
    - threats and intimidation (through words and/or gestures); and
    - extortion or stealing of money and/or possessions.

Complaint Processes

Publication of the Prohibition Against Bullying and Related Procedures

The prohibition against bullying shall be publicized by including the following statement in the student handbook of each of the district schools:

Students

Code of Behavior

ADMINISTRATIVE REGULATIONS ON BULLYING (continued) **5330AR**

Complaint Processes (Continued)

Publication of the Prohibition Against Bullying and Related Procedures (continued)

> "Bullying behavior by any student in the Fairfield Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. 'Bullying' means any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds or at a school-sponsored activity, which acts are repeated against the same student over time. Students and parents or guardians may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his rights of due process. Board policy 5330 Bullying and its accompanying regulation set forth this prohibition and the related procedures in detail, and are available to students and their parents or guardians upon request."

Formal Complaints

Students and their parents or guardians may file written reports of conduct that they consider to be bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the alleged conduct, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any teacher or administrator, and they shall be promptly forwarded to the building principal or headmaster for review and action in accordance with the Reporting Obligations section below.

Informal Complaints

Students may make an informal complaint of conduct that they consider to be bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the alleged conduct, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A teacher, other professional employee, or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided.

Students

Code of Behavior

ADMINISTRATIVE REGULATIONS ON BULLYING (continued) **5330AR**

Complaint Processes (Continued)

Informal Complaints (continued)

Such written report by the teacher, other professional employee, or administrator shall be promptly forwarded to the building principal or headmaster for review and action in accordance with the Reporting Obligations section below.

Anonymous Complaints

Students who make an informal complaint as set forth above may request that their name be maintained in confidence by the teacher(s) and administrator(s) who receive the complaint. Should anonymity be requested, the principal, headmaster, or designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

Staff Responsibilities and Intervention Strategies

Teachers and Other School Staff

Teachers and other school staff who witness acts of bullying, as defined above, shall promptly notify the building principal, headmaster, or designee of the events observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student, parent, or guardian reports of suspected bullying shall promptly notify the building principal, headmaster, or designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal, headmaster, or designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he shall prepare a succinct written report of the informal complaint which shall be forwarded promptly (no later than the next school day) to the building principal, headmaster, or designee. If the report is an informal complaint by a student that is received by other school staff, this employee shall

Students

Code of Behavior

ADMINISTRATIVE REGULATIONS ON BULLYING (continued) **5330AR**

Staff Responsibilities and Intervention Strategies (Continued)

Teachers and Other School Staff (continued)

verbally report the matter to the principal, headmaster, or designee promptly (no later than the next school day).

In addition to addressing both informal and formal complaints, teachers and other professional staff members are encouraged to address the issue of bullying in other interactions with students. Teachers and other professionals may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. Teachers and other professional employees should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "bullying."

Administrator Responsibilities

Investigation

The principal or headmaster (or other responsible program administrator) shall be promptly notified of any formal or informal complaint of suspected bullying received by any building administrator, teacher, or other professional employee. Under the direction of the building principal, headmaster, or designee all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying are verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complainant. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information or the withdrawal by the complaining student of the condition that his report be anonymous.

Students

Code of Behavior

ADMINISTRATIVE REGULATIONS ON BULLYING (continued) **5330AR**

Staff Responsibilities and Intervention Strategies (Continued)

Administrator Responsibilities (continued)

Remedial Actions

Verified acts of bullying shall result in intervention by the building principal, headmaster, or designee that is intended to assure that the prohibition against bullying behavior is enforced, with the goal that any such bullying behavior will end as a result.

Bullying behavior can take many forms and can vary dramatically in severity, and in the impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying" as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action in keeping with Board Policies 5310, 5315, and 5325 (detention, in-school suspension, suspension, or expulsion) is a matter for the professional discretion of the building principal, headmaster, or designee. The following sets forth possible interventions for building principals, headmasters, or designees to enforce the Board's prohibition against bullying.

- Non-disciplinary interventions

  When verified acts of bullying are identified early or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

  If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

Students

Code of Behavior

ADMINISTRATIVE REGULATIONS ON BULLYING (continued) **5330AR**

Staff Responsibilities and Intervention Strategies (continued)

Administrator Responsibilities (continued)

Remedial Actions (continued)

- Disciplinary interventions

  When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. **Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.**

  In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him an opportunity to explain the situation.

  Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board, or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence shall be reserved for serious incidents of bullying or when past interventions have not been successful in eliminating the bullying behavior.

- General intervention strategies

  In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate any potential problem with bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators, teachers, and other professional staff members in each school:

  - respectful responses to bullying concerns raised by students, parents or guardians, or staff;
  - planned professional development programs addressing bully / victim problems;
  - data collection to document bully / victim problems to determine the nature and scope of the problem;

Students

Code of Behavior

ADMINISTRATIVE REGULATIONS ON BULLYING (continued) **5330AR**

Staff Responsibilities And Intervention Strategies (continued)

Administrator Responsibilities (continued)

Remedial Actions (continued)

- General intervention strategies (continued)
  - use of peers to help ameliorate the plight of victims and include them in group activities;
  - avoidance of sex-role stereotyping (e.g., males need to be strong and tough);
  - awareness and involvement on the part of the staff and parent or guardian with regards to bully / victim problems;
  - a curriculum that promotes communication, friendship, assertiveness skills, and character education;
  - modeling by teachers of positive, respectful, and supportive behavior toward students;
  - creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others; and
  - employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

Reporting Obligations

Report to the Parent or Guardian of the Perpetrator

If after investigation, acts of bullying by a specific student are verified, **the building principal, headmaster, or designee shall notify the parent or guardian of the perpetrator in writing of that finding.** If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

If after investigation, acts of bullying against a specific student are verified**, the building principal, headmaster, or designee shall notify the parent or guardian of the victim of such finding.** In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such bullying. **The specific disciplinary consequences imposed on the perpetrator, as reflected in the student's educational records, shall not be disclosed to the parent or guardian of the victim, except as provided by law.**

Students

Code of Behavior

ADMINISTRATIVE REGULATIONS ON BULLYING (continued) **5330AR**

Reporting Obligations (continued)

List of Verified Acts of Bullying

The principal, headmaster, or designee of each school shall maintain a list of the number of verified acts of bullying in the school, and this list shall be available for public inspection upon request. Given that any determination of bullying involves repeated acts over time, each report prepared in accordance with the Complaint Processes section that includes verified acts of bullying shall be tallied as one verified act of bullying unless the specific actions that are the subject of the report involve separate and distinct acts of bullying. **The list shall be limited to the number of such verified acts of bullying in the school, and it shall not set out the particulars of each verified act, including but not limited to, any personally identifiable student information, which is confidential information by law.**

Approved 8/27/04

Revised-
Approved 5-23-06

Students

Code of Behavior

STUDENT INTERNET USE **5335**

Uses of electronic communication systems allow unprecedented opportunities for students to communicate, learn, access, and publish information. The district believes that the resources available through this network and the skills that students will develop in using it are of significant value in the learning process and student success in the future. These new opportunities also pose new challenges including, but not limited to, ready access for all students, age-level appropriateness of some material available through networks, security of the electronic communications system, and cost of maintaining increasingly complex networks. The district will endeavor to ensure that these concerns are appropriately addressed.

The district grants access to the network and the Internet by users only for the educational activities authorized under the administrative regulations including guidelines, procedures, and the specific limitations contained in this document.

To the extent that it is practical and prudent, the district will provide training and procedures that encourage the widest possible access to electronic information systems and networks by students, staff, and patrons while establishing reasonable controls for the lawful, efficient, and appropriate use and management of the system.

Legal Reference: Connecticut General Statutes 53a-182b Harassment in the first degree: class d felony (as amended by PA 95-143)

CREF 6417

Approved 8/27/04

Students

Code of Behavior

ADMINISTRATIVE REGULATIONS ON
STUDENT INTERNET USE **5335AR**

Procedures for Student Use of the Internet

The rich sources of information available on the Internet hold the promise of greatly enhancing the quality of education available to all students. Therefore, upon completion of the application process, Internet access will be made available to students in the Fairfield Public School District for the purposes of communication, research, and education. It is our intention to provide an Internet environment that is safe and appropriate for the maturity level and need of student users. The degree of access to the Internet will be dependent upon the age of the students. The following are suggested guides for Internet use at various levels.

- Grades K-3: Limited use for specific projects by teacher request. Web site navigation will be guided as much as possible by the use of specific bookmarks.
- Grades 4-5: Use will be project-focused, teacher-directed, and adult-supervised. Web site navigation will be guided as much as possible by the use of specific bookmarks.
- Grades 6-8: Use will be teacher-directed and adult-supervised. Web sites will not be limited, but student use will be monitored.
- Grades 9-12: Students will have independent use, but on-line computers will be supervised by staff. World Wide Web sites will not be limited.

Teachers at any grade level may request student Internet registration for class or individual projects. However, registration and Internet use cannot be a course requirement. Secondary students may initiate electronic mail accounts for themselves, but will need a teacher's signature to complete the process. Elementary students must have the approval of their classroom teacher or building administrator to request an Internet electronic mail account.

In addition to suggesting regulation of Internet access, the following steps will be taken to develop and create more informed and responsible student users:

- the *Internet Code of Conduct*, which describes the conditions of use and student expectations, will be prominently posted in each building;
- rules related to Internet use will be included in each building's student and staff handbooks;
- student-designed posters promoting appropriate use of the Internet will be displayed in schools; and
- staff development opportunities will be provided to increase the skills of district personnel who will be working with students on the Internet.

Students

Code of Behavior

ADMINISTRATIVE REGULATIONS ON
STUDENT INTERNET USE (continued) **5335AR**

The district will endeavor to provide a safe and wholesome Internet environment. However, a clever network user may be able to find ways to circumvent Internet access limits and controls. For that reason, parents or guardians will be warned of the potential availability of offensive material on the Internet, and both students and parents or guardians will be advised that the student is ultimately responsible for his own conduct on the Internet. **Misconduct will result in loss of access and/or other appropriate disciplinary action.**

CREF 6417AR

8/27/04

Fairfield World Wide Web Student Use Agreement Form

ELEMENTARY SCHOOL STUDENTS

We are pleased to offer students of the Fairfield Public School District access to the district computer network. For World Wide Web (WWW) use, all students must obtain their parents or guardian's permission. A parent or guardian must sign and return this form to the school their child attends.

Elementary students' access to the Internet is only available under direct supervision of a teacher, instructional assistant, or other trained adult volunteer. Elementary students are not permitted to have unsupervised access to the Internet at school. All Internet sites are pre-selected by teachers after being carefully evaluated for age-appropriate content. We believe that the benefits of accessing the WWW, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media information sources. To that end, the Fairfield Public School District supports and respects each family's right to decide whether or not to consent to access.

District Network Guidelines

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school and district rules for behavior and communications apply.

The network is provided for students to conduct research. Network access is given to students who agree to act in a responsible manner. Parental permission is required, and parents or guardians must agree to a waiver of claims and an indemnification/hold harmless provision, which is set forth on the permission form below. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor this signed agreement.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should have no expectations of privacy in their electronic files stored on Fairfield Public School computers and servers.

The Fairfield Public Schools intend to provide a tool for educational activities and does not intend to create a forum for discussion of any topic at anytime. During school, teachers of younger students will guide them toward appropriate materials. Outside school, families bear the responsibility for the same guidance as they exercise with other information and media sources such as movies, telephones, radio, and other potentially offensive media. Elementary students using the district network agree to the following:

- I will visit only those sites selected by a teacher.
- I will not visit other people's folders or files.
- I will not give out my name, address, or phone number.
- I will not copy from the Internet without giving credit.
- I will not damage the computer or change its settings.
- I will use the school computer only for school assignments.

Any violations may result in loss of access as well as other disciplinary or legal action.

NOTE: In compliance with The Children's Internet Protection Act, the Fairfield Public Schools has adopted Internet safety policies and filters access to "inappropriate" materials online.

Please return the original and yellow copy to your school. Retain the pink copy for your records.

Fairfield World Wide Web Student Use Agreement and Parent Permission Form

As a parent or guardian of a child in the Fairfield Public Schools, I hereby agree my child will comply with the above stated rules regarding the computer network while honoring all relevant laws and restrictions.

Student Name _____ Birth Date_____

As the parent or legal guardian of the student named above, I grant permission for my son or daughter to access networked computer service such as World Wide Web on the Internet. I waive any claims against the Fairfield Public School District and/or its employees or directors related to my son's or daughter's use of the World Wide Web or the Fairfield Public School District's computer network. I recognize the web is a complex entity and while every care is taken to maintain its function and availability, no warranty either express or implied, can be made that it will be error free or without defect. The district will not be responsible for any damage users may suffer including, but not limited to, loss of data. The district will not be responsible for the financial obligations or other losses arising through the unauthorized or intentional misuse of the system.

Parent Signature_____Date_____

School_____Grade_____

Address_____Telephone_____

Fairfield World Wide Web Student Use Agreement Form

SECONDARY SCHOOL STUDENTS

We are pleased to offer students of the Fairfield Public School District access to the district computer network. For World Wide Web (WWW) use, all students must obtain parent or guardian permission and must sign and return this form to the school they attend.

Access to the WWW will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world. Families should be warned that some material accessible via WWW may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe the benefits of accessing the WWW, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media information sources. To that end, the Fairfield Public School District supports and respects each family's right to decide whether or not to consent to access.

District Network Guidelines

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school and district rules for behavior and communications apply.

The network is provided for students to conduct research. Network access is given to students who agree to act in a responsible manner. Parental permission is required, and parents or guardians must agree to a waiver of claims and an indemnification/hold harmless provision, which is set forth on the permission form below. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. The district is not responsible for restricting, monitoring, or controlling communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should have no expectations of privacy in their electronic files stored on Fairfield Public School computers.

The Fairfield Public Schools intend to provide a tool for educational activities. Any forum for discussion must be curriculum-related, teacher-selected, and teacher-monitored. During school, teachers of younger students will guide them toward appropriate materials. Outside school, families bear the responsibility for the same guidance as they exercise with other information media sources such as movies, telephones, radio, and other potentially offensive media. Students using the district network agree to the following:

- I will not use obscene or defamatory language.
- I will not harass, insult, defame, or attack others.
- I will not damage computers, alter systems, or networks.
- I will not violate copyright laws.
- I will not access offensive messages or pictures.
- I will not use another's password.
- I will not give out my name, address, or phone number.
- I will not trespass in other people's folders, work, or files.
- I will not intentionally waste limited resources.
- I will not employ the network for commercial purposes.

Any violations may result in loss of access as well as other disciplinary or legal action.

NOTE: In compliance with The Children's Internet Protection Act, the Fairfield Public Schools has adopted Internet safety policies, and filters access to "inappropriate" materials online.

Please return the original and yellow copy to your school. Retain the pink copy for your records.

Fairfield World Wide Web Student Use Agreement and Parent Permission Form

As a user of the Fairfield Public Schools computer network, I hereby agree to comply with the above-stated rules using the network while honoring all relevant laws and restrictions.

Student Name _____ Birth Date_____
Printed

Student Signature_____Date_____

As the parent or legal guardian of the student named above, I grant permission for my son or daughter to access networked computer service such as the World Wide Web on the Internet. I waive any claims against the Fairfield Public School District and/or its employees or directors related to my son's or daughter's use of the World Wide Web or the Fairfield Public School District's computer network. I recognize the web is a complex entity and while every care is taken to maintain its function and availability, no warranty either express or implied, can be made that it will be error free or without defect. The district will not be responsible for any damage users may suffer including, but not limited to, loss of data. The district will not be responsible for the financial obligations or other losses arising through the unauthorized or intentional misuse of the system.

Parent Name_____
Printed

Parent Signature_____Date_____

School_____Grade_____

Students

Code of Behavior

LOST / DAMAGED EQUIPMENT **5340**

Students shall be assessed the full replacement cost(s) for damaged facilities and lost or damaged equipment such as textbooks, lab equipment, etc.

CREF 3241 and 6413

Approved 8/27/04

Students

ACTIVITIES	**5400**
SOCIAL EVENTS	**5410**

In all activities sponsored by the schools, the administration shall establish standards of conduct for the students and make these standards known to the entire student body.

Approved 8/27/04

Students

Activities

STUDENT FUNDS **5420**

The building administrator shall administer school funds that are provided primarily by the student body.

The school district business office shall supervise the bookkeeping of such accounts and all student accounts shall be audited by the Town auditors at the time of the annual audit.

Approved 8/27/04

Students

Activities

CLASS GIFTS TO SCHOOLS 5425

The Superintendent must approve all proposed gifts before their acceptance by the schools.

All accepted gifts become the property of the Board of Education.

Approved 8/27/04

Students

WELFARE **5500**

HEALTH ASSESSMENTS **5510**

I. In accordance with Connecticut General statutes, each student enrolled in the Fairfield schools shall be required to have a health assessment by a legally qualified practitioner of medicine (physician or osteopath licensed to practice in the United States), or by an advanced practice registered nurse**,** registered nurse, or Physician Assistant licensed to practice in Connecticut.

- prior to initial entrance into preschool programs
- prior to initial entrance into kindergarten
- for transfer students**,** prior to initial entrance into the Fairfield schools
- in grades 6 and 10
- for ungraded students, prior to initial entrance and whenever a health assessment is required for students of the same age cohort as the ungraded student.

Health assessments shall be required for entrance into grade nine in non-public high schools in lieu of health assessments required in grade 10.

All health assessments required above and done on or after August 15th, 2005 shall include documentation of an assessment of the student's risk of exposure to tuberculosis. Any student determined to be at high risk shall receive a Mantoux tuberculin skin test performed in the United States as part of the required health assessment.

Health assessments required prior to initial entrance into a Fairfield school shall include evidence of a Mantoux tuberculin skin test performed after most recent entry into the United States for students entering school in Fairfield from a country with a high prevalence of tuberculosis**.**

Countries with a high prevalence of tuberculosis include those identified as such by the Connecticut Department of Public Health. Refer to corresponding Administrative Regulations.

Any student found to have a positive Mantoux tuberculin skin test or tuberculosis disease shall be permitted to attend school only in accordance with the tuberculosis control protocols established by the Fairfield Director of Health and School Medical Advisor.

Student

WELFARE

HEALTH ASSESSMENTS (continued) 5510

Any student not in accordance with this policy shall not be permitted to register for or continue attendance in school.

All students are encouraged to have their health assessments done by their private health care provider to promote continuity of care. However, if this is not done, health assessments will be available in the schools or in the Fairfield Well Child Clinic for eligible students with parent authorization.

Students who are experiencing health problems or are suspected of having a health problem may be referred to their private health care provider for a health assessment at other than required times.

II. Students in high schools participating in interscholastic sports (tryouts, practice and play) will be required to have a health assessment by their private health care provider within one calendar year prior to start of participation in the sport for the current school year. Students who do not have evidence of the health assessment within the calendar year cannot participate in the sport. Students participating in high school interscholastic sports (tryouts, practice, or play) shall be required to have a health assessment no more than thirteen months prior to participation in the sport for the current school year. The health assessment is valid for a period of thirteen months from the date it was done. Once the health assessment becomes more than thirteen-months old, the student cannot continue to participate in the sport until a new health assessment is done and submitted to the school. The health assessment must be done by a legally qualified practitioner of medicine (physician or osteopath licensed to practice in the United States), or by an advanced practice registered nurse, registered nurse, or Physician Assistant licensed to practice in Connecticut.

III. Timing of health assessments shall be in accordance with the corresponding Administrative Regulations.

IV. Connecticut state statutes permit exemption from physical or medical examination required for entry into school or entry into grades 6 or 10 if the parent/legal guardian of a student provides a written statement that the parent/legal guardian of the student, or the student, objects on religious grounds, to physical or medical examination. These exemptions do not apply to health assessments required for participation in sports.

Legal Reference: Connecticut General Statutes 10-2006
Approved 8/27/2004
Revised and Approved 6/27/2006
Revised and Approved 6/26/2007

Students

WELFARE

ADMINISTRATIVE REGULATIONS ON HEALTH ASSESSMENTS **5510AR**

I. Acceptable Dates for Health Assessments

a. Health assessments required for initial enrollment in preschool programs and kindergarten shall be done on or after August 15th of the school year preceding initial enrollment into these grades.

b. Health assessments required for initial enrollment of transfer students shall be done as recently as the last required health assessment for the student's grade level.

c. Health assessments required for students in grades 6 and 10 shall be done on or after August 15th of the school year preceding entrance into those grades and must be submitted to the school prior to entrance into grades 7 and 11 respectively.

d. Health assessments required for entrance into grade nine in non-public high schools shall be done on or after August 15th of the school year preceding initial enrollment in grade nine and submitted to the school prior to entrance into grade nine.

e. Health assessments required for ungraded students shall be done in accordance with the acceptable health assessment dates for students of the same age cohort as the ungraded students.

II. High School Interscholastic Sports

f. High school interscholastic sports include all sports teams and sports clubs that compete against other schools and cheerleading squads. High school interscholastic sports include:

- All sports teams that compete against other schools;
- All sports clubs that compete against other schools;
- Cheerleading squads.

Students

WELFARE

ADMINISTRATIVE REGULATIONS ON
HEALTH ASSESSMENTS (continued) **5510AR**

III. Countries With a High Prevalence of Tuberculosis

Countries with a high prevalence of tuberculosis include all countries in Africa, Asia (including former Soviet Union), Eastern Europe, Central and South America, Dominican Republic and Haiti. (Tuberculosis Control Screening Guidelines for Connecticut Schools, CT Department of Public Health, Infectious Disease Division, May 2005).

IV. Information to be Included On Health Assessments

a. Each health assessment shall include a hematocrit or hemoglobin test, height, weight, blood pressure, screening questions to be answered by the parent or guardian and examiner, an updating of immunizations as needed, vision, hearing, speech and gross dental screenings and such other information as the examiner deems appropriate. Health assessments required in grades 6 and 10 and health assessments required for high school interscholastic sports shall also include postural screening. Beginning with the 2003-2004 school year, each health assessment shall include a chronic disease assessment which shall include, but not be limited to whether the student has a diagnosis of asthma. Health assessments shall include a tuberculosis risk assessment and, if indicated, a Mantoux tuberculin skin test, as required in the Health Assessment policy. The examiner performing the health assessment shall complete and sign the health assessment form and any recommendations concerning the student shall be made in writing.

b. The results of a chest x-ray may be accepted in lieu of a tuberculin skin test, with the approval of the Nursing Supervisor.

c. Students with a history of a positive Mantoux tuberculin skin test shall have either documentation of a satisfactory follow-up chest x-ray or documentation of completion of a proper course of medical treatment.

Students

WELFARE

ADMINISTRATIVE REGULATIONS ON
HEALTH ASSESSMENTS (continued) **5510AR**

V. Procedure for Notification of Parent/Guardian Regarding Health Assessment Requirements

a. Parents of students registering for school will be given the State of Connecticut Health Assessment form and parent letter regarding health assessment requirements.

At the time of registration, a "Requirement for Registration" form will be signed by the parent or guardian to acknowledge the health assessment requirements if an acceptable health assessment is not presented at the time of registration. The parent or guardian signature will be obtained by the nurse or, in the absence of the nurse, by the Principal or his designee.

b. For grades Six (6) and Ten (10):

- In May, the nurse sends State of Connecticut Health Assessment Form and notification letter to parents who have children who will enter grade six the next school year.

- In September, the nurse sends State of Connecticut Health Assessment Form and notification letter to parents who have children in grade ten in the public schools.

- In November, nurse sends reminder letter to parents of sixth and tenth graders if the required health assessment has not yet been received. This letter includes information regarding making application for a health assessment to be done in school if parent desires. Nurse sends additional reminders to parents later in the school year as needed.

- Nurse will attempt to secure all required health assessments prior to the end of the school year and will prepare a list of any students not in compliance prior to the end of the school year. Nurse will submit list to Nursing Supervisor who will recommend to Superintendent or Principal that an additional notice be sent to parents of these students. Nurse will keep list accessible to verify compliance prior to the start of the next school year.

Student

WELFARE

ADMINISTRATIVE REGULATIONS ON
HEALTH ASSESSMENTS (continued) **5510AR**

c. For Interscholastic Sports:

- Athletic department personnel will notify potential sports participants of health assessment requirement, provide them with the appropriate form, and provide nurse with a roster.

- Health assessments will be submitted to the school nurse. Nurse will notify athletic department personnel of those students who may not participate in a sport due to lack of a satisfactory health assessment.

d. Review of Health Assessments by School Nurse

- The School Nurse shall review each health assessment and make recommendation to parents for further evaluation of abnormal results as needed. The School Nurse shall inform the principal and/or other appropriate school personnel of recommendations made on a student's health assessment when indicated.

e. Incomplete Health Assessments

- Incomplete health assessments shall be returned to the parent with a letter from the school nurse indicating the information needed for completion. Health assessments done on or after August 15, 2005 which do not contain all information in III a. (above) shall be returned to the parent for completion in the same manner. No student shall be permitted to enter or continue to attend school or participate in sports until the required health assessment is complete.

f. Recording of Health Assessments

- Each health assessment received shall be recorded on and stored in the student's Cumulative Health Record.

Student

WELFARE

ADMINISTRATIVE REGULATIONS ON
HEALTH ASSESSMENTS (continued) **5510AR**

VI. Exchange Student Programs

For exchange students participating in an established exchange program, health assessments done by a physician authorized to practice medicine in the exchange student's home country may be accepted. Acceptable health assessment dates for exchange students are the same as those required for other students and must meet tuberculosis testing requirements contained in these policy and administrative regulations.

Approved 6/27/2006
Revised 3/12/2007

Students

Welfare

IMMUNIZATIONS 5511

In accordance with Connecticut General Statutes the Board of Education shall require each student to be protected by adequate immunizations against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenzae type b, hepatitis B and chicken pox (varicella) (unless medically contraindicated or failure to do so is based upon exercise of the rights of freedom of religion as provided in the United States and Connecticut Constitutions and in the Connecticut General Statutes).

Legal Reference: Connecticut General Statutes
10-204 Vaccination
10-204a Required immunizations as amended by PA 96-244
10-204c Immunity from liability

Approved 8/27/04

Students

Welfare

ADMINISTRATIVE REGULATIONS
ON IMMUNIZATIONS **5511AR**

A complete immunization record must be presented before a child enters school. For all students, this record must show dates of adequate immunization against:

- diphtheria;
- pertussis;
- tetanus;
- poliomyelitis (initial series plus booster given on or after the fourth birthday); and
- measles, mumps, and rubella (a dose given on or after the first birthday).

Additionally,

- Children under age five (5) must also show a record of adequate immunization against haemophilus influenzae type b (HIB) (a dose given on or after the first birthday).
- A second dose of measles vaccine is required for students who are or have been enrolled in kindergarten on or after August 2000, and for students who are or have been in grade seven (7) after September 1992.
- Children born January 1, 1994, or later, must show a record of adequate immunization against hepatitis B (3-dose series). Children born before January 1, 1994, who are enrolled in grade seven (7) on or after August 2000, must show a record of at least one (1) dose of hepatitis B vaccine. Children born before January 1, 1994, who are or have been enrolled in grade eight (8) on or after August 2001, must show a record of adequate immunization against hepatitis B (3-dose series).
- A record of adequate immunization against chicken pox (varicella) is required for all students born January 1, 1997, or later, and for students born before January 1, 1997, who are or have been enrolled in grade seven (7) on or after August 2000. Alternatively, a written statement signed and dated by a physician, physician's assistant, or advanced practice registered nurse, indicating that the student has had chicken pox, will be accepted.

Under certain circumstances, proof of immunity based upon specific blood testing is acceptable in lieu of immunization. Contact your child's school nurse for further information.

Students

Welfare

ADMINISTRATIVE REGULATIONS
ON IMMUNIZATIONS (continued) **5511AR**

Connecticut State Statutes permit exemptions from receiving immunizations if vaccination is medically contraindicated and such contraindication is certified by a physician and is in accordance with the provisions of state law or if immunization is contrary to the religious beliefs of the child and there is a parental or custodial statement to that effect. A written statement is needed. For further information, contact your child's school nurse.

8/27/04

Students

Welfare

CHRONIC INFECTIOUS DISEASE 5512

It is the belief of the Fairfield Board of Education that all children in Fairfield have a constitutional right to a free, suitable program of education experiences.

As a general rule, a child with a chronic infectious disease will be allowed, with the approval of the child's physician, to attend school in a regular classroom setting and will be considered eligible for all rights, privileges, and services provided by law and existing policy of the Fairfield Public Schools.

It is also the policy of the Fairfield Board of Education to provide education relative to chronic infectious disease.

Legal Reference: Connecticut General Statutes
Education for Children with Disabilities, 20 USC 1400, et seq. Section 504 of the Rehabilitation Act of 1973, 29 USC 706(7)(b)
Americans with Disabilities Act
The Family Educational Rights and Privacy Act of 1974, (FERPA), 20 USC 1232g, 45 CFR 99
10-76(d)(15) Duties and powers of boards of education to provide special education programs and services
10-154a Professional communications between teacher or nurse student
10-207 Duties of medical advisors
10-209 Records not to be public
10-210 Notice of disease to be given parent or guardian
19a-221 Quarantine of certain persons
19a-581 through 585 AIDS testing and medical information

Approved 8/27/04

Students

Welfare

ADMINISTRATIVE REGULATIONS ON
CHRONIC INFECTIOUS DISEASE **5512AR**

The school will respect the right to privacy of the individual and maintain strict confidentiality of any records containing health information. Therefore, knowledge that a child has a chronic infectious disease will be confined to those persons with a direct need to know and who are authorized by the parent or guardian. Those persons will be provided with appropriate information concerning the child's needs and confidentiality requirements.

The school nurse, with the written permission of the parent or guardian, will function as (a) the liaison with the child's physician, (b) the child's advocate in the school, and (c) the coordinator of services provided by other staff. Health records containing chronic infectious disease information will be maintained in a separate, locked health file at the office of the School Nurse Supervisor. Access to these records will be limited to authorized personnel.

Based upon individual circumstances, special programming may be warranted.

A child with a chronic infectious disease may need to be removed from the classroom for his protection when other communicable diseases (e.g., measles or chicken pox) are occurring in the school population. The decision will be made by the child's physician and parent or guardian in consultation with the school nurse or school medical advisor.

Under certain circumstances, a child with a chronic infectious disease might pose a risk of transmission to others. If any such circumstances exist, the parent or guardian will be notified. The school medical advisor, in consultation with the school nurse and the child's physician, must determine whether a risk of transmission exists in the school. If it is determined that a risk exists, the student shall be removed from the classroom.

A child with a chronic infectious disease may be temporarily removed from the classroom for the reason stated in paragraph #4 or #5 until an appropriate school program adjustment can be made, an appropriate alternative education program can be established, or the medical advisor determines that the risk has abated and the child can return to the classroom.

- Removal from the classroom will not be construed as the only response to reduce the risk of transmission. School personnel should be flexible in developing alternatives and should attempt to use the least restrictive means to accommodate the child's needs.
- In any case of temporary removal of the student from the school setting, state regulations and school policy regarding homebound instruction will apply.

Students

Welfare

ADMINISTRATIVE REGULATIONS ON
CHRONIC INFECTIOUS DISEASE (continued) **5512AR**

Each removal of a child with a chronic infectious disease from normal school attendance will be reviewed by the school medical advisor in consultation with the parent or guardian and the student's physician at least once every month to determine whether the condition precipitating the removal has changed.

All staff will be trained in accordance with OSHA regulations in cleaning up blood or other body fluid accidents. Universal precautions will be followed.

In a medical emergency, if a parent or guardian is not available, the school nurse or other professional who knows the child's diagnosis may disclose this information directly to emergency service personnel or to a physician in order to ensure appropriate medical treatment.

8/27/04

Students

Welfare

PSYCHOTROPIC DRUG USE **5513**

In conformity with state statute, the Fairfield Board of Education prohibits all school personnel from recommending the use of psychotropic drugs for any student enrolled within the school system. However, school health and mental health personnel [1] may recommend that a student be evaluated by an appropriate medical practitioner. Further, upon the consent of the student's parent or guardian, school personnel may consult with the medical practitioner regarding such use.

The Board recognizes that the refusal of a parent or guardian or other person having control of a child to administer or consent to the administration of any psychotropic drug to the child shall not, in and of itself, constitute grounds for the Department of Children and Families (DCF) to take such child into custody or for any court of competent jurisdiction to order that such child be taken into custody by the department, unless such refusal causes such child to be neglected or abused, as defined in Connecticut General Statute 46b-120.

The Superintendent of Schools or designee shall promulgate this policy to district staff and parents or guardians of students annually and upon the registration of new students.

Legal Reference: Connecticut General Statutes
PA 01-124 An Act Concerning Recommendations for and Refusals of the Use of Psychotropic Drugs by Children and Utilization Review Determinations Related to Mental and Nervous Conditions
46b-120 Definitions

Approved 8/27/04

[1] Public Act 03-211 defines these persons to include nurses, nurse practitioners, medical advisors, school psychologists, social workers, and other personnel responsible for communicating with parents about a child's needs for a medical evaluation.

Students

Welfare

ADMINISTRATION OF MEDICATION IN THE SCHOOLS 5514

In compliance with the Connecticut General Statutes, administration of medications by school personnel will be permitted to meet the health needs of individual students with chronic or short term health problems.

Medications will be administered pursuant to the written order of an authorized prescriber and the written consent of the parent or guardian.

Medications in the schools will be administered by a licensed nurse (RN or LPN), or in the absence of a nurse, the following school personnel who have been properly trained may administer medications:

- principals and teachers;
- licensed physical therapists (PT) or occupational therapists (OT) employed by the school district;
- paraprofessionals in the case of a specific student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death.

The nurse must examine on-site any new medication, medication order and parental permission form and develop a medication administration plan for the student before any medication is given. If a school nurse feels any medication administration plan should be re-evaluated, the parent/guardian and licensed prescriber shall be notified immediately by that school nurse. In addition, the nurse will consult with the nursing supervisor and the school medical advisor. In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any prescription medication which, based on his/her individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In such cases a parent has the right to come to the school and administer the medication himself/herself.

Legal Reference: Connecticut General Statutes

10-212a	Administration of medications in schools, (as amended by PA 99-2, An Act Concerning Public Health Expenditures)
52-557b	Immunity from liability for emergency medical assistance, first aid, or medication by injection. School personnel not required to administer or render
20-12d	Medical functions performed by physician assistants. Prescription authority
20-94a	Licensure as advanced practice registered nurse

Approved 8/27/04
Revised and Approved 1/22/08

Students

Welfare

ADMINISTRATIVE REGULATIONS ON ADMINISTRATION OF MEDICATION IN THE SCHOOLS 5514AR

Procedures for Administration of Medication by School Personnel

The Policy and Administrative Regulations will be reviewed and revised as needed, but at least biennially, by the Fairfield Board of Education and the School Medical Advisor, with the advice and assistance of the School Nursing Supervisor, and the Fairfield Board of Health.

The Fairfield Board of Education will distribute annually the current policies and procedures for Administration of Medications by School Personnel to those personnel responsible for giving medications to students.

Nursing coverage will be provided during the hours of greatest need to administer medications to the greatest extent possible.

Conditions Under Which Medications are to be Administered in School

Prescribed medications shall only be administered in school only when it is not possible to achieve the desired effects by home administration. Long-lasting medications are encouraged whenever appropriate.

Written orders from an authorized prescriber must be obtained before the initial dose of a medication is given in school. Verbal orders are not permitted. An authorized prescriber means a physician or dentist licensed to practice in the United States or an advanced practice registered nurse, physician's assistant or optometrist licensed to practice in Connecticut.

Written authorization of a parent or guardian must be obtained before the initial dose is given. Verbal authorization is not permitted.

Parents or guardians who request medication administration in school for their child shall provide informed consent for necessary communications between the prescriber and the school nurse to ensure that medication administration is provided safely and according to professional standards of practice.

- The parent or guardian authorization form for medication administration shall include permission for appropriate communications between the school nurse and prescriber related to the medication order.

Students

Welfare

ADMINISTRATIVE REGULATIONS ON
ADMINISTRATION OF MEDICATION IN THE SCHOOLS **5514AR**
(continued)

Conditions Under Which Medications are to be Administered in School
(continued)

- Appropriate communications between the school nurse and prescriber normally include, but may not be limited to, the prescription itself (e.g., questions regarding dosage, method of administration, potential drug interactions) and implementation of the treatment in school (e.g., safety concerns or modifications in the order related to the student's academic schedule).
- Student outcomes related to the medication (e.g., possible side effects).
- The parent or guardian shall be notified of such school nurse-prescriber communications. Preferably, such parent or guardian notification shall be made prior to the communication.
- The parent or guardian shall be included in decisions regarding changes in the medication order and/or medication plan.

Prescribed medication shall be administered to and taken by only the person for whom the prescription has been written.

Principals, full time (employed at least .5 Full Time Equivalent) teachers and licensed PT or OT employed by the school district, who have been properly trained may administer oral, topical, inhalant, or intranasal medications. Injectable medications may be administered by a principal, teacher, PT or OT employed by the school district, who has been properly trained**,** in the case of a medically diagnosed acute and severe allergic condition that may require prompt treatment to protect the student against serious harm or death.

Qualified principals, teachers, PT and OT employed by the school district, may administer emergency medications according to Policy 5515 Protocol for Emergency Medications approved by the school medical advisor and the Fairfield Board of Education.

With joint approval of the school nurse and school medical advisor, a school paraprofessional may administer medication to a specific student with a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death. Such medication includes but is not limited to medication administered with a pre-filled cartridge injector used to deliver epinephrine in a standard does, e.g., Epipen.

Medicinal preparations administered by injection to children in the Fairfield Public Schools shall be consistent with provisions of the Needlestick Safety Act and pertinent OSHA regulations.

Students

Welfare

ADMINISTRATIVE REGULATIONS ON
ADMINISTRATION OF MEDICATION IN THE SCHOOLS **5514AR**
(continued)

Conditions Under Which Medications are to be Administered in School
(continued)

Investigational drugs may not be administered by principals, teachers, PT or OT employed by the school district. "Investigational drug" means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA) which is being scientifically tested and clinically evaluated to determine its efficacy, safety, and side effects and which has not yet received FDA approval. The school nurse must notify the nursing supervisor before administration of any investigational drug.

All controlled drugs currently listed in schedules II through V of the Regulations of Connecticut State Agencies, Section 21a-243-8 through 21a-243-11, may be administered in school.

Obtaining Written Medical Orders for Administration of Medications

The authorized prescriber's written medical orders must specify the condition for which the drug is to be administered, the name of the drug, dosage, route of administration, time and frequency of administration, any side effects to be observed and plan for management, and duration of treatment. The signature of the authorized prescriber must be on the medical order. A special form is available for medical orders. However, orders written on the authorized prescriber's prescription paper are also acceptable.

The duration of the written medical order may not exceed the current school year.

An authorized prescriber's verbal order, including a telephone order, for a change in the dosage, frequency, time or duration of medication administration may be accepted when the original medication order is already on file and current. A verbal order can be received only by a school nurse. Any such verbal order must be followed by a written order within three (3) school days.

The nurse must examine on-site any new medication, medication order, and parental or custodial permission form and develop a medication administration plan for the student before any medication is given. If a school nurse feels any medication administration plan should be re-evaluated, the parent/guardian and licensed prescriber shall be notified immediately by that school nurse. In addition, the nurse will consult with the nursing supervisor and the school medical advisor. In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any prescription medication which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In such cases, a parent has the right to come to the school and administer the medication herself/himself.

Students

Welfare

ADMINISTRATIVE REGULATIONS ON
ADMINISTRATION OF MEDICATION IN THE SCHOOLS **5514AR**
(continued)

Medication Emergencies

A medication emergency is an untoward reaction of a student to medication.

In the event of a medication emergency, the authorized prescriber, or the student's private physician, will be immediately contacted for instructions. An ambulance will be called if the untoward reaction involves significant cardiac, respiratory, or neurological involvement.

In the absence of the school nurse, the principal shall call the authorized prescriber or the student's physician for instruction, or shall call an ambulance if the student shows signs of significant cardiac, respiratory, or neurological involvement.

The University of Connecticut Health Center Poison Control number shall be posted at all telephones with outside lines in the school main office and health office for use as needed.

The telephone number of the ambulance shall be posted at all telephones with outside lines in the school main office and health office.

Training of School Personnel

The school nurse shall provide initial training to qualified school personnel who might administer medications. This training will be reviewed and updated with these personnel at least annually by the school nurse. Two (2) or more personnel will be encouraged by the principal in each school to receive training in the administration of medications. Only personnel who have received proper training from the school nurse shall be so designated.

The school nurse shall maintain and annually update documentation of personnel in each school who have received training in administration of medications. A copy of this documentation will be submitted by the school nurse to the nursing supervisor.

Training of school personnel in the administration of medications to students shall include:

- the procedural aspects of medication administration, safe handling and storage of medications, and recording;
- the medication needs of specific students, medication idiosyncrasies, desired effects, potential side effects, or untoward reactions; and
- semiannual review of administration of injectable medications with an Epipen in medical emergency situations with qualified school personnel.

Students

Welfare

ADMINISTRATIVE REGULATIONS ON
ADMINISTRATION OF MEDICATION IN THE SCHOOLS 5514AR
(continued)

Training of School Personnel (continued)

Licensed Practical Nurses (LPN) who administer medication to students will have had one of the following:

- training in administration of medications as part of their basic nursing program;
- successful completion of a pharmacology course and subsequent supervised experience; or
- supervised experience in medication administration while employed in a health care facility.

Self-Administration of Medications

"Self-administration of medication" means that a student is able to identify and select the appropriate medication by size, color, amount, or other label identification; knows the purpose, frequency, and time of day for which the medication is ordered; and consumes the medication appropriately.

Students who are able to self-administer medication may do so provided that:

- An authorized prescriber must provide a written order for self-administration;
- A parent or guardian must provide written authorization for self-administration;
- The school nurse has evaluated the situation and deemed it to be safe and appropriate, has documented the same on the student's cumulative health record, and has developed a plan for general supervision of self-administration by the student.

  General supervision of the student by the nurse will be carried out and documented in the student's cumulative health record. Supervision will include ascertaining that the student is self-administering the medication correctly as ordered by the authorized prescriber, is maintaining the medication safely under his control while in school, and is not suffering any untoward effects from the medication;

- The principal and appropriate teachers are informed by the school nurse that the student is self-administering prescribed medication; and
- Such medication is transported to school and maintained under the student's control in its original container and in such a manner as to render it safe and effective.

Students

Welfare

ADMINISTRATIVE REGULATIONS ON
ADMINISTRATION OF MEDICATION IN THE SCHOOLS **5514AR**
(continued)

Handling, Storage, and Disposal of Medications

All medications, except those approved for transporting by students for self-medication, shall be delivered to the school by the parent or guardian or other responsible adult and shall be received by the nurse assigned to the school.

All medications except those approved for keeping by the students for self-medication, shall be kept in a designated locked container, cabinet, or closet used exclusively for the storage of medications. Controlled substances shall be stored separately from other drugs and substances in a separate, secure, substantially constructed locked metal or wood cabinet.

Access to all stored medications shall be limited to the nurse and school personnel who are authorized to administer medications. Each school shall maintain a current list of such persons.

All medications, prescription and non-prescriptions, shall be stored in their original container and in such a manner as to render them safe and effective. Non-prescription medications must be labeled with the student's name and grade.

Medications requiring refrigeration shall be stored in a locked container in the refrigerator at no less than 36 degrees and no more than 46 degrees Fahrenheit. The refrigerator will contain a thermometer and the temperature will be read and recorded daily by the nurse or school health aide.

All unused, discontinued, or obsolete medications that are non-controlled drugs shall be removed from storage areas and either returned to the parent or guardian or, with the permission of the parent or guardian, destroyed. All non-controlled drugs that are not picked up by the parent or guardian within one (1) week of notification by the school nurse that the drugs are unused, discontinued, obsolete, or are not picked up by the last day of school, will be destroyed.

Non-controlled drugs shall be destroyed by the school nurse in the presence of at least one (1) witness and this action documented in the student's cumulative health record.

All unused, discontinued, or obsolete medications that are controlled drugs shall be removed from storage areas and returned to the parent or guardian. Controlled drugs that are not picked up by the parent or guardian within one (1) week of notification by the school nurse that the drugs have been discontinued or is obsolete shall be disposed of according to instruction obtained by the school nurse from the Drug Enforcement Administration (DEA) or its authorized agent.

Students

Welfare

ADMINISTRATIVE REGULATIONS ON
ADMINISTRATION OF MEDICATION IN THE SCHOOLS 5514AR
(continued)

Handling, Storage and Disposal of Medications (continued)

No more than a forty-five (45) day supply of a medication for one student shall be stored at school.

No medication shall be stored in school without a current written order from an authorized prescriber.

Documentation and Record Keeping

Each school shall maintain a medication administration record for each student who receives medication in school. This record must include the student's name, medication name, condition for which the medication has been prescribed, dosage, route of administration, frequency and time of administration, name of authorized prescriber, date on which the medication was ordered, the quantity of medication received (medication inventory), and any allergies to food and/or medicine. Each student's medication administration record will be prepared by the school nurse with the above information.

The medication administration record will contain documentation of each dose of medication administered, including the date and time of administration, dose or amount of the drug administered, or omission and reason for the omission, and the full legal signature of the nurse, principal, or teacher responsible for administering the medication.

Transactions on the medication administration record are recorded in ink and shall not be altered. If an error is made in recording on the medication administration record, a single line shall be drawn through the error and initialed by the nurse, principal, or teacher who made the error.

The written order of the authorized prescriber, the written authorization of the parent or guardian, and the current medication administration record shall be kept in a binder or folder for use at the time of administration of the medication. The authorized prescriber's order, parent or guardian authorization, and completed medication administration record will be filed in the student's cumulative health folder upon expiration of the medication order or at the end of the school year, whichever comes first.

See also the Controlled Drug Records Policy and Procedure available at each site.

The school nurse shall maintain a current schedule of all medications to be administered by school personnel and a current schedule of all medications self-administered by students.

Students

Welfare

ADMINISTRATIVE REGULATIONS ON
ADMINISTRATION OF MEDICATION IN THE SCHOOLS 5514AR
(continued)

Errors in Medication Administration

A medication error includes failure to administer medication to a student as ordered, failure to administer medication within the ordered time period, failure to administer the correct medication or the correct dosage of medication by the correct route, or failure to administer the medication according to generally accepted standards of practice. A medication error also includes the administration of a medication to a student, which is not ordered.

In the event of a medication error, the authorized prescriber and the school nurse shall be immediately notified. The student shall be assessed by the school nurse for any possible untoward effects from the medication error.

The school nurse shall obtain verbal instruction for medical treatment following the medication error from the authorized prescriber. These instructions shall be followed by a written order within three (3) school days. If any untoward effects occur from the medication error that involves significant cardiac, respiratory, or neurological involvement, an ambulance will be called.

The student's parent or guardian shall be notified of any medication error as soon as possible after the error is discovered.

In the event of a medication error a report shall be completed using the *Accident Report Form* authorized by the Board of Education. An error in the administration of medication shall be documented in the student's cumulative health record.

Supervision

The school nurse is responsible for general supervision of all aspects of the administration of medications in the school(s) to which that nurse is assigned.

The school nurse reviews all medication orders and changes in orders and communicates these to school personnel authorized to give medications.

The school nurse sets up a plan to ensure that medications are given as ordered.

The school nurse provides training to qualified school personnel in the administration of medications and supports and assists them in implementing their related responsibilities. The school medical advisor, jointly with the school nurse, provides general supervision to school paraprofessionals who administer medication.

Students

Welfare

ADMINISTRATIVE REGULATIONS ON
ADMINISTRATION OF MEDICATION IN THE SCHOOLS **5514AR**
(continued)

Supervision (continued)

The school nurse supervisor will provide professional assistance in the absence of the regular school nurse, when consultation is needed by school personnel responsible for administration of medications.

The school nurse will review all documentation pertaining to the administration of medications by school personnel on a monthly basis.

The school nurse will observe, on-site, the administration of medication by school personnel who are newly trained.

Liability

No school nurse or other nurse, principal or teacher, shall be liable to a student or parent or guardian of a student for civil damages for any personal injuries that result from acts or omissions of such school nurse or other nurse, principal or teacher, in administering medicinal preparations that may constitute ordinary negligence. This immunity shall not apply to acts or omissions constituting gross, willful, or wanton negligence.

8/27/04
Revised 1/22/08

Students

Welfare

PROTOCOL FOR EMERGENCY MEDICATIONS **5515**

EPINEPHRINE

Anaphylactic Reaction

Anaphylactic Reaction may occur following:

- the administration of medication;
- ingestion of, inhalation of, or contact with food or other substance;
- insect bite, or sting;
- exercise.

When an anaphylactic reaction is considered likely, epinephrine should be administered immediately.

Epinephrine will be maintained in each school to be administered for treatment of anaphylaxis by the following school personnel: the nurse, or, in the absence of the nurse, a qualified principal, teacher**,** occupational therapist or physical therapist. The nurse will review the use of epinephrine at least semiannually in the fall and spring with qualified principals, teachers, occupational therapists and physical therapists. Medicinal preparations administered by injection shall be consistent with provisions of the Needlestick Safety Act and pertinent OSHA regulations.

Common Symptoms of Anaphylaxis: Administer epinephrine immediately if symptoms pertaining to any system marked with an asterisk (*) occur or if skin symptoms are combined with neurological symptoms.

System	Symptom
* Mouth	Itching and swelling of the lips, tongue, and/or mouth
*Throat	Itching, swelling, or sense of tightness in the throat; hoarseness, repetitive throat clearing, difficulty swallowing
Skin	Itchy rash, hives, and/or swelling about face and extremities
* Gastrointestinal	Nausea, vomiting, abdominal cramps, and/or diarrhea
* Respiratory	Shortness of breath; repetitive cough; wheeze; chest tightness; cyanosis; repetitive sneezing
* Cardiovascular	Increased heart rate, “thready” pulse, low blood pressure, dizziness or faintness
Neurological	Feeling of impending doom; apprehension; weakness

Students

Welfare

PROTOCOL FOR EMERGENCY MEDICATIONS **5515**

EPINEPHRINE (continued)

Epinephrine Dosage

Dosage: Children in third grade and older and adults: 0.3 mg. (supplied as Epipen auto-injector).

Children two (2) years to second grade: 0.15 mg. (supplied as Epipen, Jr. auto-injector).

Children under two (2) years: 0.05 to 0.1 mg. (0.01 mg. per Kg of body weight). (Supplied as ampoules of epinephrine l:1000) Refer to dosage chart below:

Child's Weight Kgs	lbs.	Dose 0.01 mg / kg	Amount (ml) To Draw Up Using Tuberculin Syringe
5.5 Kg & under	12 lbs. & under	0.05mg	0.05 ml
5.9 Kg	13 lbs.	0.06 mg	0.06 ml
6.4 Kg	14 lbs.	0.06 mg	0.06 ml
6.8 Kg	15 lbs.	0.07 mg	0.07 ml
7.3 Kg	16 lbs.	0.07 mg	0.07 ml
7.7 Kg	17 lbs.	0.08 mg	0.08 ml
8.2 Kg	18 lbs.	0.08 mg	0.08 ml
8.6 Kg	19 lbs.	0.09 mg	0.09 ml
9.1 Kg	20 lbs.	0.09 mg	0.09 ml
9.5 Kg	21 lbs.	0.1 mg	0.1 ml

Epinephrine dosage may be repeated in 10 minutes if no improvement or if further deterioration has occurred.

Route of Administration: Intramuscular or Subcutaneous (IM or SC)

Preferred Site: Anterolateral thigh. If anterolateral thigh cannot be used, use deltoid. Avoid use of buttocks.

Students

Welfare

PROTOCOL FOR EMERGENCY MEDICATIONS **5515**

EPINEPHRINE (continued)

Contraindications to use of epinephrine: There are no absolute contraindications to the use of epinephrine in a life-threatening situation. Hyperthyroid individuals, individuals with cardiovascular disease, hypertension, or diabetes, elderly individuals, pregnant women, and children under 30 kg (66 lbs.) may be theoretically at greater risk of developing adverse reactions after epinephrine administration. Despite these concerns, epinephrine is essential for the treatment of anaphylaxis.

After administration of epinephrine, call an ambulance and notify the parent or guardian. Anaphylactic reactions can subside then reoccur up to several hours later after epinephrine is given. Victim must receive medical attention even if initial symptoms subside. When calling the ambulance, state that anaphylaxis is suspected and request ALS personnel.

The nurse or person qualified to administer epinephrine should accompany the victim in the ambulance unless ambulance personnel are qualified to administer epinephrine.

If the victim has an apparent allergic reaction which does not indicate the need for epinephrine, (i.e., a reaction involving only the skin, or involving only a feeling of apprehension, impending doom, or weakness) observe, contact the parent or guardian, and refer to private physician for follow-up care.

For a student with a known allergy to food or insect bites/stings, refer to medical orders from student's private physician and student's Individualized Health Care Plan. If orders from private physician are not available, proceed as follows:

I. If a child with an allergy to a food thinks he thinks he ate the food or knowingly ate the food,

- observe child for at least two (2) hours for any signs of a reaction;
- notify the parent or guardian and urge the parent or guardian to contact the child's physician; and
- if any symptoms occur indicating need for epinephrine:

  a) administer epinephrine;
  b) transport to hospital via ambulance for further management;
  c) contact the parent or guardian;
  d) observe vital signs;
  e) position to prevent shock; and
  f) CPR will be performed as indicated.

Students

Welfare

PROTOCOL FOR EMERGENCY MEDICATIONS **5515**

EPINEPHRINE (continued)

II. If a child with a known insect sting allergy (either being treated with immunotherapy or not being treated) is stung,

- treat the site of the sting (see *Bites-Insect Stings* in the Fairfield School Health Manual);
- notify the parent or guardian and urge the parent or guardian to contact the child's physician;
- observe patient for one (1) hour for signs of anaphylaxis; and
- if any symptoms occur indicating need for epinephrine:

  a) administer epinephrine;
  b) transport to hospital via ambulance for further treatment;
  c) contact the parent or guardian;
  d) observe vital signs;
  e) position to prevent shock; and
  f) CPR will be performed as indicated.

Severe Asthma

For severe asthma that is not relived by positioning, pursed lip breathing, relaxation, prescribed medication, or by emergency interventions specified in the student's Individualized Health Care Plan (e.g., nebulizer treatment), observe the following protocol:

- Call an ambulance and notify the parent or guardian;
- If student exhibits signs of severe respiratory distress, the nurse shall administer epinephrine.

  Indicators of severe respiratory distress include:

  -Victim is unable to speak in complete sentences without taking a breath
  -Lips, nails, mucous membranes are gray or blue
  -Severe retractions and/or nasal flaring
  -Absent or minimal breath sounds
  -Reduction in wheezing not accompanied by improvement in general condition
  -Deterioration in energy and level of consciousness
  -Severe restlessness
  -Tachypnea-respiration greater than 30/minute
  -Tachycardia-pulse greater than 120/minute

- Administer CPR if indicated.

Students

Welfare

PROTOCOL FOR EMERGENCY MEDICATIONS **5515**

EPINEPHRINE (continued)

Severe Asthma (continued)

Epinephrine Dosage

Dosage: Children in third grade and older and adults: 0.3 mg. (supplied as Epipen auto-injector).

Children two (2) years to second grade: 0.15 mg. (supplied as Epipen, Jr., auto-injector).

Children under two (2) years: 0.05 to 0.1 mg. (0.01 mg. per Kg of body weight). (Supplied as ampoules of epinephrine 1:1000.) Refer to dosage chart below:

Child's Weight Kgs.	lbs.	Dose 0.01 mg/kg	Amount (ml) To Draw Up Using Tuberculin Syringe
5.5 Kg & under	12 lbs. & under	0.05 mg	0.05 ml
5.9 Kg	13 lbs.	0.06 mg	0.06 ml
6.4 Kg	14 lbs.	0.06 mg	0.06 ml
6.8 Kg	15 lbs.	0.07 mg	0.07 ml
7.3 Kg	16 lbs.	0.07 mg	0.07 ml
7.7 Kg	17 lbs.	0.08 mg	0.08 ml
8.2 Kg	18 lbs.	0.08 mg	0.08 ml
8.6 Kg	19 lbs.	0.09 mg	0.09 ml
9.1 Kg	20 lbs.	0.09 mg	0.09 ml
9.5 Kg	21 lbs.	0.1 mg	0.1 ml

Epinephrine dosage may be repeated in 10 minutes if no improvement or if further deterioration has occurred.

Route of Administration: IM or SC

Preferred Site: Anterolateral thigh. If anterolateral thigh cannot be used, use deltoid. Avoid use of buttocks.

Students

Welfare

PROTOCOL FOR EMERGENCY MEDICATIONS **5515**

EPINEPHRINE (continued)

Severe Asthma (continued)

Contraindications to use of epinephrine: There are no absolute contraindications to the use of epinephrine in a life-threatening situation. Hyperthyroid individuals, individuals with cardiovascular disease, hypertension, or diabetes, elderly individuals, pregnant women, and children under 30 kg (66 lbs.) may be theoretically at greater risk of developing adverse reactions after epinephrine administration.

INSTANT GLUCOSE

Diabetic Hypoglycemic Reaction or Insulin Shock

1. Assess the victim for signs of hypoglycemic reaction or insulin shock. Symptoms may include dizziness, nervousness or trembling, incoherent speech, confusion, weakness, moist, pale skin, drowsiness, headache, intense hunger, blurred vision, poor coordination, abdominal pain, or nausea. If no specific order for blood testing, and it is uncertain whether student is having a hypoglycemic reaction, TREAT.

   If the reaction is severe (unconsciousness or convulsions), call an ambulance. If able to react and swallow, give sugar, instant glucose, or other fast-acting carbohydrate per Individualized Health Care Plan (e.g., juice or regular soda pop) for the student as long as the student is conscious. The student may need coaxing to eat. If non-responsive, do not administer anything by mouth and administer first aid for victim in an unconscious state.

   If fast-acting carbohydrate is needed and the victim does not have his or her own supply, administer Insta-Glucose Glucose Gel. Dosage for Insta-Glucose Glucose Gel: Entire contents of tube by mouth (delivers 24 grams of carbohydrate). Repeat every 10 minutes if needed.

   Give complex carbohydrate food (e.g., 4 peanut butter crackers or ½ meat sandwich) per Individualized Health Care Plan when blood sugar stabilized / symptoms dissipated or when blood sugar/symptoms continue deviant after 45 minutes of treatment with fast-acting carbohydrate.

2. Call an ambulance unless prompt recovery.

3. Notify the parent or guardian.

Approved 8/27/04
Revised and Approved 1/22/08

Students

Welfare

MANAGEMENT OF FOOD ALLERGIES IN SCHOOLS 5516

The Fairfield Board of Education recognizes the increasing prevalence of potentially life-threatening food allergies among children. Effective management of food allergies in the school setting includes implementing strategies for avoidance of offending foods by allergic children and emergency planning to ensure prompt identification and treatment of allergic reactions that may occur. The Board supports the education of school personnel, students, and parents or guardians regarding food allergy management to maintain a safe school environment for allergic children.

Approved 8/27/04

Students

Welfare

ADMINISTRATIVE REGULATIONS ON
MANAGEMENT OF FOOD ALLERGIES IN SCHOOLS **5516AR**

The goal of the following administrative regulations is to assist an identified allergic student* in avoiding exposure to allergens. It is recognized, however, that the school district cannot guarantee the elimination of allergens from the school environment.

Recognizing that peanuts, peanut products, tree nuts, and tree nut products can be associated with the most severe types of allergic reactions, they shall not knowingly be used for instructional purposes.

Recognizing the need for reliable communications from all student locations to the school office, all schools shall have a facility-specific communications system, such as a walkie-talkie, available to summon help to any location in an emergency during the time classes are in session. If an emergency occurs during an activity that takes place at a time other than when classes are in session, emergency medical services shall be utilized by calling (9) 9-1-1.

School personnel will not attempt to determine whether foods brought to school are safe for an allergic child to consume.

School personnel will implement, in collaboration with the school nurse, parent or guardian, and student a written plan for the avoidance of offending foods by an identified allergic student. This plan will be communicated to all personnel with whom the student has contact during the school day including the bus driver(s) if transportation is provided. Specific provision will be made to share the plan with substitute personnel. (Please refer to the School Nurse's Role in Management and Emergency Planning.)

Recognizing the need for identified students to avoid specific allergens, the elements of a plan may include, but are not limited to, the following provisions, as may be warranted by the needs of the individual identified allergic student:

- The provision to provide the parent or guardian, staff, and students with detailed information regarding the ingredients of the school lunch.

- The provision of an identified allergen-free table in the school cafeteria which is thoroughly washed prior to the first lunch shift and in between lunch shifts.

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* An "identified allergic student" is one for whom the school nurse has a written plan for allergy avoidance and a written emergency plan to be followed in the event an allergic student ingests or believes he has ingested an offending food. The school nurse will require documentation of the food allergy by the student's health provider as specified in the School Nurse's Role in Management and Emergency Planning.

Students

Welfare

ADMINISTRATIVE REGULATIONS ON
MANAGEMENT OF FOOD ALLERGIES IN SCHOOLS **5516AR**
(continued)

- The provision for washing classroom desktops as necessary to remove identified allergens.

- The provision for staff and students who have been in contact with an allergen to wash thoroughly before resuming contact with an allergic student.

- The provision on field trips, if an allergic student will eat lunch or snacks other than those brought from home, for the menu to be reviewed by the parent or guardian prior to the trip to determine whether the child may eat the food. If the parent or guardian is unable to make the determination or the menu is unavailable, the parent or guardian will send a safe food on the trip with the student. High school students may be able to make their own safe choices. Epinephrine shall accompany the allergic student on field trips and be readily available. A communication system for calling an EMS shall be available at all times on field trips.

- The provision for all classroom lessons in art, family and consumer science, mathematics, and other subjects that use food for instructional purposes to not knowingly include offending foods when an allergic student is present.

- The provision for epinephrine to be available as required by the severity of the student's allergy.

8/27/04

Students

Welfare

REPORTING OF CHILD ABUSE AND NEGLECT 5517

In compliance with Connecticut General Statutes, the Fairfield Board of Education recognizes all professional and paraprofessional school employees as mandated reporters in all suspected cases of child abuse and neglect in and out of school. In order to protect children from injury, abuse, and neglect any suspicion of such must be immediately reported by such an employee to his immediate supervisor, the agency designated by State Statutes, and to the Superintendent or designee.

Legal Reference: Connecticut General Statutes:

17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surroundings without court order (as amended by PA 96-246 and PA 00-220)

17a-101a Report of abuse or neglect by mandated reports

17a-106 Cooperation in relation to prevention, identification, and treatment of child abuse/neglect

10-151 Teacher Tenure Act

CREF 4400

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Students

Welfare

SUICIDE **5518**

In compliance with the Connecticut General Statutes, the Fairfield Board of Education recognizes suicide as one of the leading causes of death among young people and acknowledges the need to make every reasonable effort to identify potentially suicidal students or employees, and to provide referral procedures that guide those concerned to an appropriate agency for assessment and counseling.

Therefore, any school employee or student with knowledge of a suicide threat or intent is directed to report this information to the building principal, counselors, members of the Student Assistant Team, or any other qualified person, who, in turn, will notify the appropriate school official, the individual's family, and appropriate resource services.

Legal Reference: Connecticut General Statutes 10-221e Boards of education to prescribe rules

Approved 8/27/04

Students

Welfare

ADMINISTRATIVE REGULATIONS ON SUICIDE 5518AR

Intervention Procedures

Intervention procedures for students determined to be at risk for suicide (ideation to attempt):

- Contact the student
- Refer the student to in-service resource:
  - school psychologist
  - school social worker
  - guidance counselor
  - school nurse
- Contact the parent or guardian
- Refer the student and family to out-of-school resources:
  - Child Guidance Center
    180 Fairfield Avenue
    Bridgeport, CT 06604
    (866) 242-7818, toll-free
  - St. Vincent's Hospital Emergency Room
  - Bridgeport Hospital Emergency Room
- Other options as warranted by the circumstances

Once the information has been verified, the building administrator or designee shall use the following intervention procedures as a response for crisis / suicide / death:

DAY ONE

- Contact the building crisis team (SAT may serve in this capacity)
- Inform the Superintendent of Schools or desigee
- Inform the building staff
- Attend to the needs of any siblings in the district
- Inform the PTA President in the building
- Contact local community agencies for assistance with counseling as individual circumstances demand

DAY TWO

- Share additional information with the staff
- Announce funeral arrangements as necessary
- Continue to provide counseling for students who need it

Students

Welfare

ADMINISTRATIVE REGULATIONS ON SUICIDE (continued) 5518AR

Intervention Procedures (continued)

DAY THREE

- Review past the two (2) days with the Crisis Team
- Crisis Team should continue to monitor students / staff

TWO WEEKS

- Refer the students or staff still under stress to school psychologist, social worker, guidance personnel, or outside counselor
- Arrange a meeting with the entire Crisis Team and administrator to review incident and evaluate response procedure

ANNIVERSARY DATE

- SAT should be aware that students may wish to recognize the date in some way
- Be aware that the date may visibly affect students

Student Death

In the case of a student death, a member of the crisis team shall**:**

- Ensure the student's name is deleted from the school mailing list
- Make available to the family materials already paid by the student (school publications, photographs)
- Return to the family the student's personal effects from desk or locker
- Provide records to the family as requested
- Inform colleges or private schools to which the student may have applied

In-Service Component

All teachers will have training that will stress prevention, recognition, and intervention strategies. Building administrators will arrange for periodic reviews.

A planned, on-going systematic education component for students is found within the Health Curriculum (K-12).

8/27/04

Students
WELLNESS **5519**

PHILOSOPHY

The Fairfield Board of Education believes that all students who begin each day as healthy individuals have the potential to become better learners. The Board also believes that staff should model appropriate wellness behaviors for students. This policy encourages a comprehensive approach to staff and student wellness that is sensitive to individual and community needs.

NUTRITION EDUCATION

Nutrition education shall be offered as part of a planned, ongoing, systematic, sequential, standards-based, comprehensive school health education program designed to provide students with the knowledge and skills necessary to promote and protect their health. Nutrition education shall use national or state-developed standards, such as the Connecticut State Department of Education's Healthy and Balanced Living Curriculum Framework. The District shall develop and implement a comprehensive, developmentally appropriate, curriculum approach to nutrition in all grades. Students shall be able to demonstrate competency through application of knowledge, skill development and practice.

- Participation in the Health/Nutrition Education Program shall be required for all students in grades preK-5. The district will strive to meet the Connecticut State Department of Education recommendation that Pre-K thru grade 4 receive 50 hours a year of Comprehensive Health Education and grade 5 – 12 receives 80 hours.

- Health/Nutrition Education is required each year for all students in grades 6-8.

- High school students shall be required to take and pass Health Education each year for a total of 5 marking periods for graduation.

- School officials shall disseminate information to parents, students and staff members about community programs that offer nutrition assistance to families.

- School instructional staff members are encouraged to collaborate with agencies and groups (such as: local businesses, libraries, local health departments, local colleges and their students and local health care providers) conducting nutrition education in the community to send consistent messages to students and their families.

NUTRITION EDUCATION

- The District shall include appropriate training for teachers and other staff members.

- Instructional staff are encouraged to integrate nutritional themes into daily lessons when appropriate, to reinforce and support health messages Nutrition education is encouraged to be included in other classroom content areas such as math, science, physical education, language arts, social sciences, family and consumer sciences and elective subjects

- Healthy living skills is recommended to be taught as part of the regular instructional program and provides the opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention.

- The school District shall assess nutrition education lessons and materials for accuracy, completeness, balance and consistency with the state's/district's educational goals and curriculum standards.

SCHOOL MEALS/OTHER SCHOOL FOOD AND BEVERAGES

The Board supports nutrition programs and nutrition education as an integral part of a high-quality education. (Policy #3712)

The Board shall operate and maintain a school lunch program, which shall function in accordance with State and Federal program requirements. The program, insofar as possible, shall be self-supporting. The Manager of Food and Nutrition Services shall be responsible for the immediate operation and supervision of the school lunch program and shall report to the Director of Operations. (Policy #3710)

The Board of Education supports nutrition programs and nutrition education as an integral part of a high-quality education. The Board believes that all students who begin each day as healthy individuals have the potential to become better learners.

- The Board of Education will strive to establish a breakfast program at schools, as appropriate, and operate and maintain a school lunch program which shall function in accordance with State and Federal program requirements.
- Foods beyond the school meals (a la carte) that are offered for sale to students in the cafeteria shall comply with Federal guidelines and State statutes.
- It is recommended that when possible foods offered for sale to students in the cafeteria are lower in fat, sugar, sodium, calories and trans fat free.
- The preferred methods for on-site food preparation are baked, boiled and steamed. Foods are never fried.

SCHOOL MEALS/OTHER SCHOOL FOOD AND BEVERAGES

- Efforts to increase participation in school meal programs may include the use of:
  - the District website
  - posting menus
  - newsletters/flyers
  - printed menus sent home
  - language translations
  - multiple meal selections
  - theme menus
  - specialty food bars
  - seasonal fresh fruits and vegetables
  - increase use of whole grain and low fat products
  - vegetarian items
- Students shall have a minimum of a twenty minute lunch period scheduled between 10am and 2pm.
- It is recommended that students wash or sanitize their hands before snack, lunch and after using the restroom.
- All staff and volunteers will not use food as a form of reward or punishment, except as part of a planned scientifically based intervention, e.g. ABA (Applied Behavioral Analysis) with administrative and parental approval.
- It is recommended that the Manager of Food and Nutrition Services have a Bachelor Degree in Nutrition, Food Management, Institutional Food Service Administration. Professional certifications such as those from the American Dietetic Association and School Nutrition Association are recommended.
- It is required that cafeteria managers or their designee hold certification in sanitation.
- The District shall provide the opportunity for foodservice staff to engage in professional development.
- The District shall provide a clean, pleasant meal environment to ensure an enjoyable dining experience.
- The District shall provide access to detailed information regarding the nutritional information of school meals and a la carte food.
- The District will strive to limit the use of questionable ingredients (e.g. trans fats, and artificial sweeteners) based on scientific evidence.
- Non cafeteria/competitive foods and beverages accessible to students throughout the school day including school stores will be sold in compliance with Federal guidelines, State statutes and District policy.
- The District will permit vending machines in the middle and high schools in accordance with Connecticut General Statutes.
- All beverages offered for sale will comply with Connecticut General Statutes 10-221q including portion sizes, sugar/calorie content, fat content, and caffeine content. Soda and sports drinks are not available for sale during the school day.

SCHOOL MEALS/OTHER SCHOOL FOOD AND BEVERAGES

- The Board of Education will allow the sale of beverages not listed in Section 10-221q and will meet the restrictions outlined.
- Students are encouraged to access free drinking water provided from fountains located in all schools.
- The District will offer ½%, 1% and non-fat milk selections for sale in the cafeterias according to State guidelines.
- The District will strive to provide school groups with a list of suggestions for non-food fundraising and class parties, school celebrations and food from home for the whole class.
- It is recommended that foods available for purchase before, during and after school shall follow but not be limited to the Connecticut Healthy Snack List.

HEALTH EDUCATION AND LIFE SKILLS

Healthy living skills shall be taught as part of the regular instructional program and provides the opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention. Participation in the Health Education Program shall be required for all students in grades PK-12 according to the curriculum as established by the Board of Education.

PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

A certified physical education specialist will teach physical education. Physical education shall be an essential element of each school's instructional program. The sequential program shall provide cognitive content and learning experiences in basic movement skills, physical fitness, games and sports skills. The physical education program shall foster physical, mental, emotional and social development in addition to promoting activities and sports that all students can enjoy and participate in for a lifetime of healthy physical activity. Students will be provided a variety of opportunities for enjoyment, challenge, self-expression, social interaction and learning how to work cooperatively in a group setting that will lead to a physically active lifestyle. The curriculum's alignment will be maintained with state and national standards and include performance assessments for each content area. Physical educators are encouraged to promote student participation in moderate to vigorous physical activity during physical education class time. The physical education program shall be designed to encourage healthy active lifestyles.

- Physical Education shall be required of all students in grades PreK-12. Currently, preschool students receive one class each week of 20 minutes, elementary students (K-5) receive two classes each week of 30 minutes, middle school students receive two classes each week of 40 minutes and high school students receive two classes each week of 45 minutes during a marking period.

PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

- The Board of Education encourages the district to strive to provide physical education instructional periods for a period of time up to 150 minutes per week for elementary schools and up to 225 minutes per week for middle and high schools as recommended by the National Association of Sport and Physical Education.

- Each school is encouraged to develop reasonable class size, provide a safe facility for students to participate in physical education and make available to all students safe and sufficient equipment to access the curriculum.

- The district shall provide the opportunity for physical education teachers to engage in professional development.

- The district will continue to implement the 3rd Generation Connecticut Physical Fitness Assessment to all 4th, 6th, 8th and 10th grade students.

PHYSICAL ACTIVITY

Recess should not be viewed as a reward but as a necessary educational support component for all children. Students should not be denied recess as a means of punishment or to be used as a measure to enforce completion of academic work. Appropriate alternative strategies should be developed as consequences for negative or undesirable behaviors.

- All teachers, including those that teach physical education, shall not prohibit participation in recess as a form of punishment unless the safety of the student and/or others is at risk.

- Elementary schools are encouraged to develop schedules that provide time to the extent possible, within every school day for students to enjoy supervised recess preferably outdoors.
- Students shall be encouraged to be physically active during recess to supplement the daily recommended activity time for children.

- It is recommended that elementary schools schedule recess before lunch.

- All staff, including certified and non-certified, including teachers and coaches, shall not order the performance of physical activity as a form of discipline or punishment.

- The classroom teachers shall not prohibit participation in physical education class as a form of punishment or as a measure to enforce the completion of academic work.

PHYSICAL ACTIVITY

Staff members are encouraged to integrate physical activity as part of the learning process.

- Middle and high schools are encouraged to provide intramural opportunities for all students and encourage their participation. The high schools shall maintain opportunities for students through their interscholastic athletic program.

- When appropriate, the District shall work together with local public works and the police department to make it safer and easier for students to walk and bike to school.

- The district will maintain its relationship with the recreation department and other groups to continue to make available opportunities to students and the community for physical activity outside of the regular school day.

- The Board of Education values the health and well being of staff members and supports their efforts to maintain healthy lifestyles. Staff members are encouraged to serve as role models for a healthy lifestyle.

COMMUNICATION AND PROMOTION

A District-wide Wellness Coalition shall be established with the purposes of monitoring the implementation of the District's policy, evaluating policy progress, serving as a resource to school sites, developing and revising the policy as necessary and sharing positive strides being made to endorse a high level of wellness within buildings. The Coalition will meet regularly throughout the school year. Coalition membership shall consist of, but not limited to:

- District Food Service Coordinator
- Parent representatives
- Student representatives
- Staff member representatives
- Administrative Representative
- School Nurse
- Health Education Coordinator/Teacher
- Physical Education Coordinator/Teacher

COMMUNICATION AND PROMOTION

It is recommended that this team use the Centers for Disease Control and Prevention's Coordinated School Health Program model to work as a cohesive group when evaluating the District Wellness Policy.

- It is recommended that students receive positive, motivating messages, both verbal and nonverbal, about healthy eating and physical activity throughout the school environment. All school personnel are encouraged to help reinforce these positive messages.

- The District is encouraged to develop long-term effective partnerships in order to communicate and receive feedback on the planning and implementation of health promotion projects and events throughout the school district and community.

- In order to promote family and community involvement in supporting and reinforcing nutrition education in the schools, it is recommended that the building Principal provides:

1. Nutrition education materials and cafeteria menus are sent home with students.

2. Requests to parents to send healthy snacks/meals to school.

3. Families with invitations to attend exhibitions of student nutrition projects or health fairs.

4. Nutrition education workshops and offers screening services.

- Schools are encouraged to promote healthy food choices and encouraged to not allow advertising that promotes less nutritious food and beverage choices. The promotion of nutrient-dense foods, including fruits, vegetables, whole grains and low-fat dairy products, shall be encouraged.

The following procedure is recommended in order to evaluate the effectiveness of the Wellness Policy:

- The District-wide Wellness Coalition shall monitor the implementation of the Wellness Policy; evaluate progress in implementing policy; serve as a resource to school sites; and recommend revisions of the policy through the Superintendent or her designee.

- It is encouraged that the policy shall be annually reviewed to determine if it is meeting current needs and promoting healthy eating and physical activity.

- The district will strive to support the district-wide wellness policy through local education budget, public and private grants and local community contributions.

Students

WELLNESS (continued) **5519**

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Approved on 6/27/2006
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Students

Wellness

ADMINISTRATIVE REGULATIONS ON WELLNESS 5519AR

PHILOSOPHY

The Fairfield Board of Education believes that all students who begin each day as healthy individuals have the potential to become better learners. The Board also believes that staff should model appropriate wellness behaviors for students. In addition to comprehensive curricula in the areas of Health and Physical Education, this administrative regulation gives guidance to the administration in the implementation of the Wellness Policy.

PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

To promote regular physical activity, it is recommended that:

- Activities should be fun, age-appropriate, challenging and safe.
- All teachers, including coaches and those who teach physical education, shall not order the performance of physical activity as a form of discipline.
- All teachers, including those who teach physical education, shall not prohibit participation in physical education class or recess or use the prohibition in these activities as a form of discipline unless the safety of students is in question.
- Elementary schools schedule recess before lunch.

HEALTHY AND SAFE ENVIRONMENT

To promote a healthy and safe environment, it is recommended that:

- Safety procedures and appropriate training for students and staff shall support personal safety and a violence and harassment free environment.
- Each work site, school and classroom shall work to create an environment where students, parent/guardians and staff are respected, valued and accepted with high expectations for personal behavior and accomplishments.
- All staff and volunteers will not use food as a form of reward or punishment, except as part of a planned scientifically based intervention, e.g., ABA (Applied Behavioral Analysis), with administrative and parental approval.
- All students wash their hands before snack, lunch and after using the bathroom.

HEALTH SERVICES

The purpose of school health services is to facilitate and promote optimal learning for students through health strategies. School health services include the following goals:

- To promote prevention, early identification and remediation of health problems and needs of students.
- To assist students to assume responsibility for their own health and to develop healthful attitudes and practices.
- To provide first aid care for illnesses and injuries that occur at school.
- To provide care for chronic health conditions that require management during the school day. (School Health Manual, Volume II. Ex. Asthma section 10.1 – 10.2)
- To promote remediation of hazards, environmental health and safety, injury prevention and awareness.
- To maintain a liaison with the other Town agencies, community health care providers, programs, and related partners.
- To prevent and mitigate the spread of communicable diseases.
- To participate in preparedness efforts designed to meet the needs of students, staff, and families in the event of a crisis or disaster affecting the school and/or the community.

FAMILY, SCHOOL AND COMMUNITY PARTNERSHIP

To promote family and community partnerships, it is recommended that:

- Family, student and community partners shall be included on an ongoing basis in school and district wellness planning processes.
- Community partnerships shall be developed and maintained as a resource for school and district programs, projects, activities and events.
- Schools and the district shall actively develop and support the engagement of students, families and staff in community health enhancing activities and events at the school or throughout the community.

STAFF WELLNESS

To promote staff wellness, it is recommended that:

- Employees shall be encouraged to engage in daily physical activity.

MEASUREMENT AND EVALUATION

- Use of the School Health Index will be used annually to evaluate, monitor and review policy.

2/7/2007

Students

Welfare

ACCIDENTS 5520

All accidents shall be reported to the Superintendent or designee on a prepared form giving details of the accident.

Approved 8/27/04

Students

Welfare

INSURANCE 5530

The following types of insurance shall be maintained:

Liability Insurance

The Town shall provide Town liability, accident, and bus insurance.

Athletic Insurance

All students participating in school-sponsored interscholastic athletic activities shall be covered by a special insurance rider, which provides for excess coverage. Benefits payable or service provided under any other insurance coverage or prepaid service should be utilized first. The cost of this excess coverage shall be the responsibility of the Town.

Voluntary Student Accident Insurance

The school system may make available voluntary student accident insurance. Participants in sports programs will be encouraged to take the basic student accident insurance policy that is offered to all students.

Approved 8/27/04

Students

Welfare

RESEARCH INVOLVING STUDENTS 5535

All requests for the services of student volunteers in research projects, special studies, and surveys not part of the regular educational program require approval from the parents or guardians, the Superintendent of Schools or designee, and the Board of Education.

Staff members shall submit their request through regular administrative channels.

Approved 8/27/04

Students

Welfare

CIVIL AND LEGAL RIGHTS AND RESPONSIBILITIES 5540

DIRECTORY INFORMATION 5541

"Directory Information" in the Fairfield Public Schools is defined as the following:

- student's name;
- address; and
- telephone number.

Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses, and telephone listings unless the parent or guardian of the student or the student himself (if he has reached the age of maturity) requests that such information not be released without prior written consent. The Superintendent or designee shall annually notify the parent or guardian of the option to make such a request and shall comply with any request received.

Legal Reference: Connecticut General Statutes:
1-210 (11) Access to public records. Exempt records.
10-221b Boards of education to establish written uniform policy re treatment of recruiters
PL 106-398, 2000 H.R. 4205: The National Defense Authorization Act for Fiscal Year 2001
PL 107-110 "No Child Left Behind Act" Title IX, Sec. 9528

CREF 1410

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Students

Welfare

Civil and Legal Rights and Responsibilities

ADMINISTRATIVE REGULATIONS ON
DIRECTORY INFORMATION **5541AR**

If the parent or guardian of the student or the student himself (if he has reached the age of maturity) wishes to file a student information release notice, they should call the high school the student attends and request the *Notification of Intent to Release Student Information to Military Recruiters Without Prior Consent Form,* complete the form, and return it to the Headmaster at the student's school.

Directory information will not be released for commercial, religious, or political purposes. Schools or PTAs shall not develop school or PTA telephone directories without obtaining written parental or custodial approval.

8/27/04

Students

Welfare

Civil and Legal Rights and Responsibilities

ON-CAMPUS RECRUITMENT 5542

Subject to the provisions of Subdivision (11) of Subsection (b) of Section 19 of the Connecticut General Statutes, the high schools of the school district shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and State Armed Services as are offered to nonmilitary recruiters, recruiters for commercial concerns, and recruiters representing institutions of higher education.

The Board shall also provide full access for the recruitment of students by regional vocational technical schools, regional vocational agricultural centers, inter-district magnet schools, trade schools, charter schools, and inter-district student attendance programs.

Legal Reference: Connecticut General Statutes
1-19(b)(11) Access to public records. Exempt records
10-221b Boards of education to establish written uniform policy re treatment of recruiters (as amended by PA 98-252)

Approved 8/27/04

Students

Welfare

Civil and Legal Rights and Responsibilities

PUBLISHING OF STUDENT IMAGES / NAMES 5543

The school system routinely makes use of videotaping and digital and traditional photography for educational purposes. Examples include, but are not limited to, the videotaping of concerts, assemblies, and sporting events. Student images **without** names may be displayed in a variety of ways including, but not limited to, bulletin boards, publications, and the school or district web site. A parent or guardian who does not want their child videotaped or photographed and the image displayed as described above is asked to contact the school principal. Procedures for notifying the parents or guardians of this policy can be found in the Administrative Regulations.

In certain circumstances, it may be desirable to display a student's image in a publication or on the school or district web site with his name, such as when an award is given. **Publishing a student's image with his name requires express written permission from the parent or guardian**.

The provision of seeking prior permission does not apply to school yearbooks, school newspapers, or images published by the working press. If a parent or guardian has a concern about the publication of a student's image in these settings, that concern should be brought to the school principal.

Approved 8/27/04

Students

Welfare

Civil and Legal Rights and Responsibilities

ADMINISTRATIVE REGULATIONS ON
PUBLISHING OF STUDENT IMAGES / NAMES **5543AR**

Publishing Student Images

- Schools will *print a general written announcement* at the beginning of the year in a communication to all parents or guardians (such as a newsletter) announcing:

  a. the routine videotaping or photographing of school concerts, assemblies, etc;
  b. these images are routinely displayed or shown in a variety of settings including, but not limited to, meetings, publications, and the school's web site; and
  c. student names are not connected with their images.

  Parents or guardians who do not want their child videotaped or photographed and those images displayed in the circumstances described are asked to contact the school principal.

- If videotaping, audio taping, or photography is planned for a more specific school setting (e.g., a classroom), a written announcement of the planned activity incorporating *both that activity and any potential future activities of a similar nature* will be sent to the parent or guardian. For example, a letter could state the following:

  > During the week of October ____, _____, the students and I will be videotaping their presentations of essential questions they have developed and research they have conducted on life in the rain forest. Students will use these videos to conduct a self-evaluation of their performance.
>
> This is the first time this year I will be using videotape, audiotape, or photography in my class. However, from the date of this activity forward I will be utilizing these media in a variety of instructional activities within this class during the remainder of the year. The images are routinely displayed in a variety of settings including, but not limited to, meetings, publications, and the school's web site. Student names are not connected with their images. *If you do not permit your child to have his or her image recorded and displayed please let me know, in writing, and I will honor your wishes during this project and for the remainder of the year*.
>
> I look forward to the beneficial use of videotape in evaluating our upcoming presentations and hope you will let your child participate.

Students

Welfare

Civil and Legal Rights and Responsibilities

ADMINISTRATIVE REGULATIONS ON
PUBLISHING OF STUDENT IMAGES / NAMES (continued) 5543AR

Publishing Student Images (continued)

- In certain circumstances, it may be desirable to display a student's image in a publication or on the school's web site with his name, such as when an award is given. Publishing a student's image with his name requires **express written permission** from the parent or guardian.
- This provision of seeking prior permission does not apply to school yearbooks, school newspapers, or images published by the working press. However, if a parent or guardian has a concern about the publication of a student's image in those settings, that concern should be brought to the school principal.

Publishing Student Names

Recognizing a student's accomplishments through appropriate publicity shares the good news of a student's achievement and can build or reinforce his positive self-image. This publicity often takes the form of publishing student names on building bulletin boards, in newsletters, and increasingly, on classroom and school web pages.

The following guidelines cover the most common circumstances under which students' names may be published:

- Full names may be printed or posted alone or in lists for performances, memberships, awards, accomplishments, and other similar circumstances as long as there is no correlation with an accompanying student picture without prior permission.
- When original student work is printed or posted without an accompanying student picture, a student's first name and, if necessary for clarification, grade designation may be cited (e.g. Kathy, grade 7A, John, grade 4E) with prior notification (school general written announcement).
- If it is deemed desirable to display a student's image, his name may not be associated with that picture without **express written permission** from the parent or guardian.

8/27/04

Students

Welfare

Civil and Legal Rights and Responsibilities

SEXUAL HARASSMENT **5544**

The Fairfield Board of Education is committed to safeguarding the right of all students within the school district to a school environment that is free from all forms of sexual harassment including molestation and unwelcome fraternization. Therefore, the Board condemns all unwelcome behavior of a sexual nature that is either designed to extort sexual favors from a student that has the purpose or effect of creating an intimidating, hostile, or offensive school environment. The Board also strongly opposes any retaliatory behavior against complainants or any witnesses.

Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately as specified in the student handbook so that appropriate corrective action may be taken at once. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct, will ensure that an investigation is promptly commenced by appropriate individuals.

No employee shall engage in any such conduct or condone such conduct by students. Furthermore, retaliation against an employee or student making a complaint is also prohibited.

Violations of this policy will result in disciplinary action.

Complaints should be referred to the Title IX Coordinator at the site of the occurrence:

- either high school, the Administrator for Pupil Services and Guidance
- any middle school, the Assistant Principal
- any elementary school, the Principal

A complaint may also be filed with the district Title IX Coordinator, P. O. Box 320189, Fairfield, Connecticut 06825 or 255-8462.

Investigations of the alleged violations shall commence immediately and a report rendered to the Superintendent or designee within forty (40) days. Those involved with a sexual harassment investigation are expected to protect the confidentiality of all individuals and information related to the case. Investigations will be documented with a written, factual report, regardless of the investigation's outcome. Findings of an investigation may be appealed to the Board of Education.

Students

Welfare

Civil and Legal Rights and Responsibilities

SEXUAL HARASSMENT (continued) **5544**

Legal Reference: Civil Rights Act of 1964, Title VII, 42 USC §2000-e2(a)
Equal Employment Opportunity Commission Policy Guidance (N-915.035) on Current Issues of Sexual Harassment, effective 10/15/88
Meritor Savings Bank, FSB v. Vinson 477 US.57 (1986)
29 CFR Para. 1604.11 (EEOC)
Faragher v. City of Boca Raton, No. 97-282 (US Supreme Court, June 26, 1998)
Burlington Industries, Inc. v. Ellerth, No. 97-569 (US Supreme Court, June 26, 1998)
Gebbser v. Lago Vista Indiana School District, No. 99-1866 (US Supreme Court, June 26, 1998)
Connecticut General Statutes 46a-60 Discriminatory employment practices prohibited

Approved 8/27/04

Students

Welfare

Civil and Legal Rights and Responsibilities

TITLE IX **5545**

NOTICE IS HEREBY GIVEN to all persons that Fairfield Public Schools, in accordance with Federal Regulations set forth in the Federal Register, Vol. 40, No. 108, June 4, 1975, does not discriminate on the basis of sex in any education program or activity which it provides, promotes, or promulgates. This non-discrimination policy extends to employment and admission procedures. The Title IX Coordinator for the Fairfield Public Schools is the Assistant Superintendent of Human Resources and Leadership Development, P. O. Box 320189, Fairfield, Connecticut 06825 or 255-8369.

Questions regarding programs or activities may be directed to the Superintendent of Schools or designee. Questions relating to the employment practices and procedures may be directed to the Assistant Superintendent of Human Resources and Leadership Development.

Resolution of specific problems and interests for staff relating to Title IX will follow the established grievance procedures as set forth in the appropriate Collective Bargaining Agreements with the Board of Education.

Resolution of specific problems and interests for students relating to Title IX will follow procedures as follows:

1. First, discuss the problem or interest with the classroom teacher, or if it is a building-wide problem, with the building principal.

   If it is a system-wide problem or you cannot get any satisfaction from the building principal or classroom teacher, contact the Superintendent of Schools or designee.

2. If the problem is not resolved to your satisfaction by someone from the Superintendent's Office, then either write a letter to the Secretary of the Board of Education at P. O. Box 320189, Fairfield, Connecticut 06825, or come to a regularly scheduled meeting of the Board of Education and speak to the matter under the agenda item "Hearing of Citizens."

3. If the matter is not resolved to your satisfaction by the Board of Education, you also have recourse to the State Commissioner of Education in Hartford.

Students

Welfare

Civil and Legal Rights and Responsibilities

TITLE IX (continued) **5545**

In accordance with Section 86.6(b) of the Title IX Regulations, students or employees may report any grievances directly to the Director of the Regional Office for Civil Rights, U.S. Department of Health and Human Services, Government Center, J. F. Kennedy Federal Building - Room 1875, Boston, Massachusetts 02203.

It is the intention of the Fairfield Public Schools to accommodate the learning needs of all students irrespective of the sex of the student.

CREF 4210

Approved 8/27/04

Students

Welfare

Civil and Legal Rights and Responsibilities

EQUAL EDUCATION OPPORTUNITY **5546**

Section 504 is a Civil Rights Statute that prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Statute defines a person with a disability as anyone who:

- has a mental or physical impairment that substantially limits one (1) or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- has a record of such impairment; or
- is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the Fairfield Public School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he has a right to a hearing with an impartial hearing officer.

If there are questions, please feel free to contact the school system's special education staff at 255-8379.

Approved 8/27/04

Students

Welfare

EQUIVALENCE OF RESOURCES AMONG THE SCHOOLS 5550

It is the policy of the Fairfield Board of Education to ensure equivalence among schools in teachers, administrators, and other staff, and in the provision of curriculum materials and instructional supplies.

CREF 0120 and 6213

Approved 8/27/04

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Instruction

CONCEPTS AND ROLES 6000

PHILOSOPHY OF EDUCATION 6010

The Fairfield Board of Education's educational philosophy is based upon the concepts of a democratic society. This philosophy recognizes, respects, and promotes the dignity and worth of the individual.

The Board believes that education should provide for the intellectual, ethical, physical, emotional, and social growth of all students. An appropriately rigorous course of studies pursued in an orderly, courteous atmosphere will allow students to develop their full potentialities and achieve an understanding of their rights and responsibilities as students and as members of society.

The curriculum offered to all students in the basic disciplines and the arts, at all levels, should be rich, stimulating, and challenging.

Approved 8/27/04

Instruction

Concepts and Roles

INSTRUCTION - GENERAL **6020**

The Board of Education believes the instructional program of the public schools to be among its highest priorities, and it is therefore important for the Board and the professional staff to work cooperatively in determining educational goals and objectives that meet the needs of students.

Within the budget provided by the Town, the Board of Education will provide personnel, equipment, instructional supplies and materials, and other support required to meet professional staff needs and community goals. The Board, recognizing that education is continually evolving, supports on-going professional development for certified and non-certified staff.

The Superintendent of Schools or designee shall present regular evidence of student progress and of program modifications based on evaluations that are consistent with district goals and objectives. Evidence of educational productivity is important in evaluating the educational system, guiding improvement efforts, and developing public support for the schools.

Approved 8/27/04

Instruction

Concepts and Roles

APPROACH TO INSTRUCTION 6030

It shall be the instructional philosophy of the Fairfield Public Schools to use, whenever possible, an approach to teaching and learning that requires staff to examine and evaluate the individual student's work against standards and benchmarks and develop instruction that is designed to meet individual needs and ensure achievement of the curriculum.

Approved 8/27/04

Instruction

SCHEDULES **6100**
STUDENT CALENDAR **6110**

The Superintendent of Schools or designee shall recommend school calendars meeting all statutory requirements to the Board of Education for its review, modification, as it believes appropriate, and approval.

The calendars recommended to the Board may include the operation of schools on State holidays providing a suitable nonsectarian educational program is held to observe the holiday, except for those holidays that occur in December and January (Christmas Day, New Year's Day, and Martin Luther King Day).

The school calendar shall show school days in each school month, the number of school days in each month, legal and local holidays, staff development days, early closing days, academic breaks, report card periods, contingency make-up dates for possible emergency closings, and other pertinent dates, including the date of graduation for students in grade twelve (12).

The Board may establish a graduation date on or after the one hundred eightieth day in the adopted school calendar. The graduation date may be modified after April 1st, in any school year by the Board establishing a firm graduation date, which at the time of such establishment provides for at least one hundred eighty (180) days of school.

To benefit children, families, and school staff in their planning, multiple-year school calendars are preferable to single-year calendars.

Legal Reference: Connecticut General Statutes
1-4 Days designated as legal holidays
10-15 Towns to maintain schools
10-29a Certain days to be proclaimed by governor. Distribution and number of proclamations
10-261 Definitions
PA 95-182 An Act Concerning Reduction of Education Mandates
PA 96-108 An Act Concerning Student Use of Telecommunication Devices and the Establishment of Graduation Dates

Approved 8/27/04

Instruction

Schedules

ADMINISTRATIVE REGULATIONS ON
STUDENT CALENDAR **6110AR**

In developing a student calendar for submission to the Board of Education, the Superintendent shall consider the following objectives:

- Begin school during the last week of August;
- Provide for staff and student orientation days before the start of school;
- Review calendars of the regional program providers and coordinate the Fairfield calendar to the degree practical to facilitate student participation in regional programs;
- Avoid holding school on the optional State holidays (Columbus Day, Veterans' Day, and Presidents' Day) in addition to Election Day and the first full day of Rosh Hashanah and Yom Kippur;
- Avoid holding school on Christmas Eve and schedule a half day of instruction on the Wednesday before Thanksgiving;
- Reopen schools after the December recess as close to January 1st as legally and practically permitted;
- Provide an academic break in February and April that avoids State test administration periods;
- Provide early release days for parent / teacher conferences in the fall and spring;
- In setting the February and April break maintain comparable periods of instruction between the break periods; and
- Provide make-up dates for a minimum of three (3) school-closing days before make-up days are removed from the April academic break. If a day must be removed from the April academic break to make-up for school closings, the day will be removed from the beginning of the break week.

8/27/04

Instruction

Equal Educational Opportunity

REDUCTION OF RACIAL, ETHNIC AND ECONOMIC ISOLATION 6114

The Board of Education shall provide, in conformity with all applicable state statutes and regulations, educational opportunities for students to interact with students and teachers from other racial, ethnic and economic backgrounds in order to reduce racial, ethnic and economic isolation. Such opportunities may be provided with students from other communities.

The Board shall report biennially to its regional education service center (CES) on district programs and activities undertaken to reduce racial, ethnic and economic isolation. Such information shall, through the regional service center and the Commissioner of Education, be reported to the Governor and the General Assembly.

Legal Reference: Connecticut General Statutes

10-4a Educational interests of state defined, as amended by PA 97-290 An Act Enhancing Education Choices and Opportunities.

10-220 Duties of boards of education

Approved: 8/9/2007

Instruction

Schedules

SCHOOL DAY **6120**

Grades 1-12

The Superintendent of Schools shall ensure that:

- The school year provides a minimum of nine hundred (900) hours of actual schoolwork; in meeting this requirement, no more than seven (7) hours of actual schoolwork on a given day shall be credited toward meeting the nine hundred (900) hour minimum.
- In case of an early school closing or delayed opening because of weather, the district will still provide a minimum of nine hundred (900) hours of actual school work by the conclusion of the school year.
- Should it be necessary to consider alternative scheduling in any single school year because of unusual circumstances, which, could interfere with fulfilling the one hundred eighty (180) day school year requirement, the Superintendent or designee, shall recommend to the Board a plan for alternative scheduling to be transmitted to the State Board of Education for its consideration and possible approval.

In complying with statutory requirements for a minimum of nine hundred (900) hours per year, the Superintendent shall exclude from the definition of actual school work that time provided for student lunch periods and non-instructional recesses at the elementary schools and students' lunch and passing time in the secondary schools.

Kindergarten

The Superintendent of Schools shall ensure that:

- The school year provides at least one hundred eighty (180) days of school.
- The school year provides a minimum of four hundred fifty (450) hours of actual schoolwork; in meeting this requirement, no more than seven (7) hours of actual schoolwork on a given day shall be credited toward meeting the four hundred fifty (450) hour minimum.
- Should it be necessary to consider alternative scheduling in any single school year because of unusual circumstances which, could interfere with fulfilling the one hundred eighty (180) day school year requirement, the Superintendent shall recommend to the Board a plan for alternative scheduling to be transmitted to the State Board of Education for its consideration and possible approval.

Instruction

Schedules

SCHOOL DAY (continued) **6120**

Kindergarten (continued)

In complying with statutory requirements for a minimum of four hundred fifty (450) hours per year for kindergarten, the Superintendent shall exclude from the definition of actual school work that time provided for student lunch periods and non-instructional recesses.

Special Education

Unless otherwise specified in a child's individualized education program, the minimum day and year for a child requiring special education and related services shall be the same as that for a child in the regular education program.

Legal Reference: Connecticut General Statutes
10-15 Towns to maintain schools
10-16 Length of school day (as amended by PA 95-182 An Act Concerning Reduction of Education Mandates)
10-16b Prescribed courses of study
10-220 Duties of boards of education

Approved 8/27/04

Instruction

Schedules

EMERGENCY AND DISASTER PREPAREDNESS 6130

SCHOOL CLOSING FOR EMERGENCY CONDITIONS 6131

Every attempt will be made to keep schools open according to the calendar approved by the Board of Education. However, there are times when emergency closing of schools is necessary.

Closing of schools, late opening, or early dismissal for inclement weather or emergency conditions will be decided by the Superintendent of Schools or designee based upon the best possible information available.

The Superintendent or designee will notify the building principals, the bus company, and the Maintenance Department as soon as a decision is reached. They will be responsible for informing their staff.

In the case of closing the schools for weather or emergencies, administrators and non-certified personnel should make every effort to reach their assigned duties as soon as roads are passable or the emergency condition is deemed safe by school administrators.

Emergency or discretionary leave may be used for those unable to reach a building unless the Superintendent or designee feels conditions are severe enough that all employees are dismissed from attending work.

Every effort should be made to notify employees of the status of opening, either by phone by posting on the Fairfield Public Schools web site, or through radio broadcasts.

Approved 8/27/04

Instruction

Schedules

Emergency and Disaster Preparedness

FIRE EMERGENCY (DRILLS) 6132

In the event of fire in any school facility, the Fire Department shall be called immediately after the fire alarm is activated.

The principal or headmaster of each school shall hold at least one (1) fire drill each month in which all students, teachers, and other employees shall be required to leave the school building. A crisis response drill may be substituted for one (1) of the required monthly school fire drills every three (3) months.

- Students must quietly leave the building in an orderly and rapid manner and teachers are required to confirm that no student remains in the building.

- Real emergencies often call for alternate exits to be used. Teachers must be prepared to select and direct their classes to these alternate exits in the event the designated escape route is blocked.

- A record shall be kept in the principal's office of each fire drill and crisis response drill conducted. A copy of the record shall also be filed in the Office of the Superintendent.

Principals and teachers shall recognize that the essential element in any emergency is prevention of panic.

Legal Reference: Connecticut General Statutes 10-231 Fire drills (as amended by PA 00-220)

Approved 8/27/04

Instruction

Schedules

CEREMONIES AND OBSERVANCES 6140

RECOGNITION OF RELIGIOUS HOLIDAYS 6141

The recognition of religious holidays provides a natural opportunity to promote an appreciation for and respect of diversity. Learning opportunities should extend beyond Judeo-Christian beliefs reflecting the diversity of global cultures.

- Recognition of religious holidays must support curricular objectives and shall not dominate the educational program.

- All religions must be afforded equal dignity with none advanced or disparaged.

- Classroom and school decorations which are part of custom and which have no direct religious meaning (e.g., cornucopia, wreath, garland, candy canes, holly) may be displayed for a period of time appropriate to the holiday.

- Programs and concerts should focus on seasonal rather than religious themes. Performances that recognize holidays must be of an artistic not religious nature. Religious music must not dominate any school program.

- Program selections should not, by their nature, exclude students from participation. The parents or guardians may exclude their children from a program involving the recognition of religious holidays or a celebration that is in conflict with family beliefs. The parent or guardian shall send written notification of the child's exclusion to the principal.

- No school events (including rehearsals, performances, athletic practices, and games) are to be scheduled on major religious holidays that are also school holidays, i.e., Good Friday, Christmas, and the eves and first full days of Rosh Hashanah and Yom Kippur. Normal school activities may proceed on religious holidays that are not school holidays. However, students cannot be required to attend nor are they to be penalized for missing class, homework, practices, games, rehearsals, performances, etc., because of religious observance.

- The Superintendent shall designate a central office administrator to provide direction to building administrators regarding this policy and provide for a review of building activity calendars.

Approved 8/27/04

Instruction

Schedules

Ceremonies and Observances

UNITED STATES FLAG **6142**

The flag of the United States of America shall be raised, weather permitting, above each school and at other appropriate places during all school sessions.

The United States Flag shall be displayed in each schoolroom each day school is in session.

Legal Reference: Connecticut General Statutes 10-230 Flags for schoolrooms and schools

Approved 8/27/04

Instruction

Schedules

Ceremonies and Observances

OPENING EXERCISES **6143**

The morning opening exercises or homeroom period will include an opportunity to recite the Pledge of Allegiance. Those students who have religious or conscientious objections will be excused from participating.

The Board of Education shall provide opportunity at the start of each day to allow those students and teachers who wish to do so, the opportunity to observe such time in silent meditation.

Legal Reference: Connecticut General Statutes
10-16a Silent meditation
10-230 Flags for schoolrooms and schools
PA 02-119 An Act Concerning Bullying Behavior in Schools and Concerning the Pledge of Allegiance

Approved 8/27/04

Instruction

Schedules

Ceremonies and Observances

RELIGIOUS OBSERVANCES AND DISPLAYS 6144

It is the policy of the Board of Education that no religious belief or non-belief will be promoted by the district or its employees and none will be disparaged. The district will encourage all students and staff members to appreciate and respect each other's religious views. The district will use all opportunities to foster understanding and mutual respect among students and parents or guardians, whether they involve race, culture, economic background, or religious beliefs. Students and staff members shall be excused from participating in practices that are contrary to their religious beliefs unless there are clear issues of overriding concern that would prevent it. There will be no benedictions, invocations, or other form of group prayer at any school functions or exercises.

The district recognizes that one of its educational goals is to advance the student's knowledge and appreciation of the role that our religious heritage has played in the social, cultural, and historical development of civilization.

Therefore, the practices of the district will be:

- The customs of several holidays throughout the year that have a religious and a secular basis may be recognized in the schools.

- The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination.

- Music, art, literature, and drama having religious themes are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday.

- The use of religious symbols such as a Crescent, Cross, Menorah, Star of David, symbols of Native American religion, or other symbols that are a part of a religious holiday is permitted as a teaching aid or resource provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and the display is temporary in nature.

It is also the policy of the Board that religious literature, music, drama, and the arts will be included in the curriculum and in school activities provided that it is intrinsic to the learning experience in the various fields of study and is presented objectively.

Instruction

Schedules

Ceremonies and Observances

RELIGIOUS OBSERVANCES AND DISPLAYS (continued) 6144

The emphasis on religious themes in the arts, literature, and history will only be as extensive as necessary for a balanced and comprehensive study of these areas. Such studies should never foster any particular religious tenets or demean any religious beliefs.

Student-initiated expressions to questions or assignments that reflect their beliefs or non-beliefs about a religious theme will be accommodated. For example, students are free to express religious belief or non-belief in compositions, art forms, music, speech, and debate.

Approved 8/27/04

Weighted Grades **6146.11**

The Board of Education is in favor of weighted grading for all levels including honors and advanced placement courses. The grade weighting system, developed by the administration, is subject to the approval of the Superintendent who shall then present the grade weighting system to the Board for its approval. Students and parents shall be advised of this policy and the specifics of the grade weighting system annually at the time of course selection via the program of studies and student/parent handbooks.

Legal Reference: Connecticut General Statutes
Section 10-220 g.

Approved: 5/9/06

Instruction

CURRICULUM 6200

The curricula of the schools shall be in accord with the Board of Education's adopted goals and legal requirements. The curriculum design shall be a K-12 program with appropriate articulation between elementary and middle schools, and between middle and high schools.

A program of continuing improvement and development of the curriculum shall be in effect. Curriculum development by the certified staff shall be guided by the document *Curriculum Development in the Fairfield Public Schools, Framework and Procedures*, and such factors as the following:

- actual studies and information concerning the needs of students in this school district;
- the range of abilities, aptitudes, and interests of the students;
- input from residents of the school district; and
- avoidance of discrimination.

The Board of Education has the responsibility for establishing curricula for the school district. Teachers shall teach within the approved curricula.

The Board of Education desires that unnecessary duplication of work among the various school levels be eliminated, and that courses of study and syllabi be effectively coordinated.

The Board of Education supports opportunities for faculty to consult and assist in curriculum development through workshops, study groups, assistance from outside consultants, and an extended school year to allow teachers to work on curriculum during the summer.

Periodic reports, including planned pilot programs, shall be made to the Board of Education.

Legal Reference: Connecticut General Statutes
10-15 Towns to maintain schools
10-15c Discrimination in public schools prohibited
10-16b Prescribed courses of study
10-16c et seq. re Family life education
10-17 English language to be medium of instruction
10-17 et seq. re Bilingual instruction
10-18 Courses in United States history, government and duties, and responsibilities of citizenship
10-18a Contents of textbooks and other general instructional materials

Instruction

CURRICULUM (continued) **6200**

Legal Reference: (continued)	Connecticut General Statutes 10-18b et seq. re Firearms safety programs 10-19 Effect of alcohol, nicotine, or tobacco and drugs to be taught 10-19a et seq. re Substance abuse prevention team 10-221a High school graduation requirements 10-21 et seq. re Vocational education and cooperation with business

Approved 8/27/04

Instruction

Curriculum

AREAS OF THE CURRICULUM 6210

In keeping with the Board's philosophy, students may be involved in the following areas of the curriculum:

- Alternative Education (Learning Cooperative)
- Art
- Business Education
- Career Education
- English Language Arts
- Family and Consumer Science
- Health and Family Life Education
- Industrial Technology
- Information and Technology Literacy and Skills
- Kindergarten
- Library Media
- Mathematics
- Music
- Physical Education
- Reading
- Science
- Social Studies
- Special Education
- Theater Arts / Visual Communications
- Vocational Education
- World Languages

Approved 8/27/04

Instruction

Curriculum

CURRICULUM GUIDES 6211

Curriculum guides, covering various areas of instruction, shall be compiled for use by the teaching and supervisory staffs. These guides shall be revised as necessary to keep them current and effective.

Approved 8/27/04

Instruction

Curriculum

CURRICULUM EVALUATION 6212

An evaluation of the curriculum and its effectiveness shall be made periodically and reported to the Board of Education by the Superintendent or designee.

A part of the evaluation of educational programs shall include follow-up surveys of Fairfield high school graduates.

Legal Reference: Connecticut General Statutes
10-76d(g) Duties and powers of boards of education to provide special education programs and services
Title IX of the Education Amendments of 1972, 20 USC 1681 et seq.

Approved 8/27/04

Instruction

Curriculum

EQUIVALENCE OF RESOURCES AMONG THE SCHOOLS 6213

It is the policy of the Fairfield Board of Education to ensure equivalence among schools in teachers, administrators, and other staff, and in the provision of curriculum materials and instructional supplies.

CREF 0120 and 5550

Approved 8/27/04

Instruction

Curriculum

BASIC INSTRUCTIONAL PROGRAM 6220

FAMILY LIFE AND SEX EDUCATION 6221

The Board of Education recognizes that helping students attain a mature and responsible attitude toward human sexuality is a continuous task of every generation. Parents or guardians have the primary responsibility to assist their children in developing moral values. The schools should support and supplement parents or guardians' efforts in the areas of family life and sex education by offering students factual information and opportunities to discuss concerns, issues, and attitudes inherent in family life and sexual behavior, including traditional moral values.

The Citizens Family Life Committee, established by the Board of Education, assists the staff in developing and monitoring the family life and sex education curriculum. The committee shall be advisory to the Board of Education and shall work in cooperation with the Superintendent or designee.

Students and parents or guardians shall be informed annually of their right to exempt the student from the family life curriculum.

Legal Reference: Connecticut General Statutes
10-16c State board to develop family life education curriculum guides
10-16d Family life education programs not mandatory
10-16e Students not required to participate in family life education programs
10-16f Family life programs to supplement required curriculum

Approved 8/27/04

Instruction

Curriculum

Basic Instructional Program

READING / LANGUAGE ARTS 6222

Reading and language skills are integral parts of all phases of the learning process. Each individual, therefore, must learn to speak, read, write, and listen to words in order to function effectively in school and society. Since it is primarily with words that ideas and thoughts are communicated, it is imperative that the individuals develop competency in the reading and language arts areas for self-fulfillment, effective communication, creative expression, and the assumption of a productive role in society. Each individual must be provided with an educational program at his level of ability and achievement. Such a program will emphasize differentiation of instruction, flexible grouping, and a multi-modality approach.

Recognizing the importance of establishing the appropriate foundation during the primary grades and its statutory requirements, the Board of Education, by September 1, 1999, will develop and implement a three (3) year plan to improve the reading skills of students in grades K through 3 inclusive. The goal of such plan is to have all students attain or exceed the state's reading competency standard.

The plan shall include:

- the specific instructional methods, strategies, and activities that will be used to teach reading;
- ways to access and help students in danger of not learning to read by the end of first grade;
- periodic evaluations of students' reading levels;
- more time for instructing students who do not progress or who read below grade level;
- in-service training for elementary school teachers in how to teach reading and language arts;
- ways to involve the parents or guardians in encouraging their children's reading growth and success;
- ongoing data collection and monitoring of program effectiveness; and
- a school and public library partnership to improve pre-reading and reading skills.

Instruction

Curriculum

Basic Instructional Program

READING / LANGUAGE ARTS (continued) 6222

Legal Reference: Connecticut General Statutes
10-220a In-service training. Professional development. Institutes for educators. Cooperating and beginning teacher programs, regulations
10-221h Plan to improve reading skills
10-265g Summer reading programs required for priority school districts. Evaluation of student reading level. Personal reading plans
10-266p Priority school district grant program
PA 99-288 An Act Concerning Education Accountability

Approved 8/27/04

Instruction

Curriculum

Basic Instructional Program

DISSECTION OF ANIMALS IN THE CLASSROOM 6223

Dissection of animals is one of many valid instructional methods used to enable students to achieve specific learning outcomes in life science courses at the middle school and high school levels. Laboratory and dissection activities will be conducted with sensitivity and appreciation for the organisms and the students.

A student may choose teacher-determined alternative(s) to dissection, which enable the student to achieve the specific learning outcomes of the course. If a student chooses the teacher-determined alternative to dissection, teacher guidance and assistance will be available. The selection of an alternative will not in and of itself affect the student's grade.

Approved 8/27/04

Instruction

Curriculum

Basic Instructional Program

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) 6224

The Board believes education is the best way to prevent the spread of AIDS. Through learning the facts about Human Immunodeficiency Virus / Acquired Immune Deficiency Syndrome HIV / AIDS, students are better able to make decisions that will keep them healthy. The health curricula shall include information on both the cause and prevention of HIV / AIDS.

Students will be exempt from instruction on AIDS upon written request of the parent or guardian in accordance with regulation.

Legal Reference: Connecticut General Statutes 10-19b AIDS education

Approved 8/27/04

Instruction

Curriculum

Basic Instructional Program

EXAMINATION OF
INSTRUCTIONAL AND EDUCATIONAL MATERIAL 6225

Parents or guardians of a student shall have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

The term "instructional material" means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.

Legal Reference: PL 103-227, Section 1017 (which amends Section 439 of the General Education Provisions Act)
PL 107-110, (HR 1-"Leave No Child Behind") § 1061/1062-Student privacy, parental access to information, and administration of certain physical examinations to minors

Approved 8/27/04

Instruction

Curriculum

ATHLETIC PROGRAMS 6226

The Fairfield Board of Education believes that athletic programs and competition play an important role in fostering the academic, social, emotional and physical development of students. In keeping with its mission, goals and objectives, the Fairfield Public School System's Athletic Program will provide student-athletes with opportunities for such growth by offering competitive interscholastic and intramural team sports. It is intended that students will have an educational, worthwhile, and memorable experience while enjoying the fun, teamwork and friendships that come from playing school sports. **The program is based on high standards of honesty, fairness, equity, self-discipline, teamwork and good sportsmanship. These expectations apply to both student-athletes and coaches.**

As the purpose of school athletics is both developmental and recreational, the athletic program should encourage participation by as many students as possible and be carried out with the best interests of the participants as the primary consideration. Coaches should recognize that participation must not unreasonably interfere with other obligations in the school, community and home, e.g., homework, the observance of religious customs. The Fairfield Public School System adheres to all regulations of the Connecticut Interscholastic Athletic Conference (CIAC), the regulatory agency for high school interscholastic athletic programs in Connecticut. The Board directs the administration to develop administrative regulations to implement this policy.

Approved 9/25/2007

Instruction

Athletic Programs **6226AR**

ADMINISTRATIVE REGULATIONS

REQUIREMENTS FOR STUDENT PARTICIPATION:

Students will be entitled to participate in school athletic programs on the basis of their physical condition, desire and overall eligibility as outlined in the high schools' athletic handbook. Intramural athletic activities will be provided, as an outgrowth of class instruction in physical education, commensurate with the grade level of the students involved.

Each student who chooses to participate in an interscholastic athletic program is required to have on file, in the offices of the building administrator and the Athletic Director, a certificate of consent, which is signed by the parent or legal guardian. This certificate of consent will be in effect for each student for each sports season. In addition, no student may start practice for any athletic team until he or she has been approved by a medical doctor in accordance with BOE Policy 5510.

REQUIREMENTS FOR HIRING, TRAINING AND EVALUATING COACHES:

For both intramural and interscholastic athletics, qualified personnel, holding a valid coaching certificate, shall be provided for coaching and supervising student athletes and athletic events.

Legal Reference: Connecticut General Statues
10-149 Qualifications for coaches of intramural and interscholastic athletics.
Stratton, PPA v. St. Joseph's High School, Bridgeport Superior Court,
June 4, 1986 (12 CT 26)9/87.

Prior to the beginning of each season, each coach is required to attend a pre-season orientation meeting in which district and CIAC policies are reviewed. Coaches are required to review appropriate policies, including Title IX, Substance Abuse (Policy 5313), Smoking (Policy 5314), Hazing (Policy 5325), and Recognition of Religious Holidays (Policy 6141) with their students athletes throughout the course of the season. In addition, each high school in the district must hold a mandatory pre-season parent meeting in which these policies are reviewed. Coaches will be monitored throughout the season for compliance with all BOE policies and CIAC regulations.

It is the expectation of the Fairfield Board of Education that athletes playing in CIAC-controlled and non-CIAC-controlled athletics will be chemical-free. Therefore, the Fairfield School District prohibits the use of anabolic steroids, hormones and analogues, diuretics, blood doping procedures, and other performance enhancing substances and practices identified as banned by the NCAA and the USOC.

Instruction

Athletic Programs **6226AR**

ADMINISTRATIVE REGULATIONS
(continued)

A student athlete who has been determined to have used, in or out of season, androgenic/anabolic steroids or other performance enhancing substances shall be declared ineligible for all CIAC-controlled and non-CIAC controlled athletic activities for 180 school days on each occurrence. The 180 school day period of ineligibility commences on the day the CIAC Board of Control or the High School Headmaster and Athletic Director, in the case of non-CIAC athletic activities, makes such a determination.

The Fairfield Board of Education likewise prohibits the use of alcohol and performance enhancing food supplements, including Creatine, by students involved in interscholastic or intramural athletic programs, other than use for a valid medical purpose as documented by a physician. Body building and enhancement of athletic ability and performance are not considered valid medical purposes. In addition to the regular school disciplinary practices, consequences for violations of this policy can include suspension from practices and games and/or exclusion from the team.

School personnel and coaches will not dispense any drugs, medication or food supplements except as in compliance with Connecticut State law, district policy, and as prescribed by a student's physician, dentist, physician assistant or advanced practice registered nurse. The order is to be on record in the school health office listing dose, time and length of order, side effects and emergency contact together with a signed parental consent on file.

COACHING EXPECTATIONS (BASED ON CIAC HANDBOOK, WITH ADDITIONS IN CONTENT AND LANGUAGE):

All coaches, including those who teach within the Fairfield Public School System and those who do not, play a critical role in supporting and enhancing the Board of Education's goal of fostering student development. Coaches must accept primary responsibility for the behavior, actions and safety of their players and assistant coaches, where appropriate, on the field, in the locker room as well as on buses to and from games. The coach serves as a role model for his/her players, their parents and the spectators. The coach must always be in control, practice sound values and ethics, and always pursue victory with honor. In addition, coaches:

1. Will model appropriate language, behavior, ethics and sportsmanship, always pursue victory with honor, and maintain dignity and self control. Profane or abusive language and/or behavior are not permitted by coaches and will not be tolerated.

Instruction

Athletic Programs **6226AR**

ADMINISTRATIVE REGULATIONS
(continued)

2. Shall stay informed about sound coaching techniques and the physical, mental and emotional development of the student athlete.

3. Will teach players the rules of the game and to respect the game, officials and opponents, and will take appropriate action when athletes exhibit poor sportsmanship.

4. Will place the academic, emotional, physical and moral well being of student athletes above desires and pressures to win.

5. Will be an ambassador for the sport among athletes, schools, families and the community.

6. Will abide by the rules of the game and CIAC regulations, practices and procedures in both letter and spirit.

7. Shall exemplify high moral character, behavior and leadership, lead by example, and set a standard for players and spectators to follow.

8. Will respect the integrity and judgment of game officials.

9. Will ensure that practices begin and end as scheduled.

10. Will abide by the Fairfield Public School policy on corporal punishment. Corporal punishment as a disciplinary measure is prohibited by the Fairfield Public Schools. Notwithstanding this, physical force may be used to quell a disturbance, which threatens physical injury to others, to obtain possession of weapons or other dangerous objects, for the purpose of self defense, and for the protection of persons and property. (Refer to BOE Policy 5310).

11. Will not engage in punitive, harmful, unreasonable or unfair disciplinary measures and practices toward student athletes since the athletic program is an extension of the school day.

Violations of any of these expectations for coaches will result in disciplinary action. This disciplinary action may include, but is not limited to, a reprimand, probation, suspension and/or termination of employment as a coach in the Fairfield Public Schools.

Instruction

Athletic Programs **6226AR**

ADMINISTRATIVE REGULATIONS
(continued)

ENFORCEMENT OF POLICIES AND REGULATIONS:

The High School Headmasters, High School Athletic Directors and Middle School Principals are primarily responsible for enforcing these regulations and coaching expectations, holding coaches to a strict standard of conduct and compliance with BOE policies and CIAC regulations, determining when violations have taken place, and taking appropriate action when necessary.

The High School Headmasters, High School Athletic Directors and Middle School Principals will supervise and evaluate coaches and the athletic program to ensure that these regulations and coaching expectations are followed. They will take appropriate supervisory or discipline action as required.

NON-RETALIATION

Retaliation against an employee or athlete making a complaint is prohibited.

Student athletes who complain (or whose parents complain) to the coach, High School Headmaster, High School Athletic Director or Middle School Principal about a coach's behavior will not face retaliation from their coaches in lost practice or playing time, team position, or in any other manner. It is the responsibility of the Athletic Director and/or the High School Headmaster and/or Assistant Superintendent for Human Resources, where appropriate, to investigate all allegations of retaliation against student athletes, to take immediate steps to stop such reprisals and to take appropriate disciplinary action against the coach if it is determined that such retaliation has, in fact, occurred. Coaches found retaliating against a student athlete may face immediate disciplinary action up to and including possible termination of their coaching position.

5/21/2008

Instruction

Curriculum

CONTROVERSIAL ISSUES 6230

American public education has fostered, and the Fairfield Public Schools support, a climate of academic freedom that allows students to recognize differences of opinion on important issues. "Controversial issues" are those problems, subjects, or questions about which there are significant differences of opinion based, in part, on the differences in values, which people bring to the appraisal of the facts of the issue. Educators must deal with controversial issues in an open and fair manner. Learning to recognize and understand controversial issues is a basic skill, which all students in the Fairfield Public Schools should acquire. In studying controversial issues, there should be an opportunity for students to gather information about the issue, understand alternative viewpoints, and then, where appropriate, make personal judgments on the issue.

In order for students to develop these analytical skills, teachers in the Fairfield Public Schools shall have the opportunity to help students secure and evaluate information, learn the techniques of critical analysis, and make independent judgments. Students will have the opportunity, where appropriate, to present and support their conclusions before persons who have opposing points of view. Teachers will help students recognize the need for continuous and objective examination of these issues in the light of changing conditions in society and as new evidence becomes available.

Legal Reference: Connecticut General Statutes
31-51q Liability of employer for discipline or discharge of employee on account of employee's exercise of certain constitutional rights
Keyishian v. Board of Regents 385 US 589,603 (1967)
Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)

Approved 8/27/04

Instruction

Curriculum

AIDS EXEMPTION **6235**

In accordance with Section 10-19b of the Connecticut General Statutes, parents or guardians may exempt their child from Acquired Immune Deficiency Syndrome (AIDS) lessons at any grade level by notifying the building principal in writing of their request.

Legal Reference: Connecticut General Statutes
10-16b Prescribed courses of study
10-19(b) AIDS education
10-19 Effect of alcohol, nicotine, or tobacco and drugs to be taught

CREF 5235

Approved 8/27/04

Instruction

Curriculum

FAMILY LIFE EXEMPTION **6240**

In accordance with Section 10-16e of the Connecticut General Statutes, parents or guardians may exempt their child from the Family Life / Physical Growth and Development lessons of the health curriculum at any grade level by notifying the building principal in writing of their request.

Legal Reference: Connecticut General Statutes
10-16b Prescribed courses of study
10-16e Students not required to participate in the family life education program

CREF 5240

Approved 8/27/04

Instruction

INSTRUCTIONAL ARRANGEMENTS **6300**

CLASS SIZE **6310**

Class size shall be consistent with the requirements for good instructional procedure and efficient use of teaching personnel.

- For normal class instruction, a class not exceeding twenty-five (25) students shall be considered desirable.
- A class size of fifteen (15) shall be considered a minimum for efficient utilization of the teaching staff.
- When class size in grades K-2 exceeds thirty (30), the class may be divided or a teacher aide and/or intern provided.
- When class size in grades 3-6 exceeds thirty-five (35), the class may be divided or a teacher aide and/or intern provided.
- Secondary (grades 7-12) class size shall not exceed thirty-five (35) for normal class operation.

Approved 8/27/04

Instruction

Instructional Arrangements

INSTRUCTIONAL GROUPING 6320

Within the school setting, some differentiation of the curriculum shall occur for efficient and effective instruction. As a result, students may choose or be assigned to instructional groups that emphasize challenging learning activities appropriate to the current instructional levels of the students within the group. The differentiation in learning objectives for these instructional groups shall be made available upon request.

The goal of these practices is to promote a developmental approach to skill improvement. Therefore, the staff shall regularly reassess the appropriateness of the instructional groups. The appropriate administrative staff in consultation with the parent or guardian and student involved shall review questions relative to placement.

Approved 8/27/04

Instruction

Instructional Arrangements

FIELD TRIPS **6330**

The Board of Education encourages school trips that enrich the educational experiences of students.

Approved 8/27/04

Instruction

Instructional Arrangements

ADMINISTRATIVE REGULATIONS ON FIELD TRIPS 6330AR

Field Trips During School Time

The Board of Education Policy on school trips will be administered initially at the individual building level.

- The teacher shall review the educational value of the school trip with the principal or housemaster whose approval must be given prior to making the final arrangements for the school trip. At the high school level, the headmaster's approval is necessary as well.
- A *Field Trip Approval Form* must be completed and sent to the Office of the Deputy Superintendent two (2) weeks prior to the date of the scheduled school trip. Failure to comply with this regulation may result in the cancellation of the school trip.
- Parent or guardian permission is required for all school trips. Permission shall be based upon teacher-provided information including:
  - the purpose of the school trip and its relationship to the curriculum (if the trip is to view a motion picture, the picture's rating shall be stated);
  - the destination;
  - arrangements for transportation;
  - date and time of departure;
  - estimated time of return;
  - a detailed itinerary;
  - reason for extension beyond the school day (if any); and
  - approximate cost of trip.
- Cost of School Trips
  - Students can be asked to pay a pro rata share of costs for transportation, admission fees, etc., except for trips that are designated as part of the curriculum (e.g., Mill River).
  - School or other funds are available through the building principals for families requesting assistance with expenses.
- School trips in airplanes other than those operating on regularly scheduled commercial flights are expressly prohibited, except for prior approval by the Superintendent of Schools or designee.

Instruction

Instructional Arrangements

ADMINISTRATIVE REGULATIONS ON FIELD TRIPS 6330AR (continued)

Field Trips During School Time (continued)

- One (1) or more adults in addition to the teacher will accompany each class on school trips unless otherwise approved by the principal. Teacher responsibilities include the following:
    - assuring sufficient chaperones to implement a chaperone / student ratio appropriate to the field trip experience;
    - informing other chaperones of their duties and responsibilities;
    - preparing the students thoroughly for the experience;
    - reviewing the standards of conduct with the students in advance of the school trip;
    - having primary responsibility for the conduct of students;
    - excluding from a school trip students who have not shown evidence of self-control, respect for authority, or who may be a danger to themselves or others;
    - arranging an appropriate educational experience and supervision of students not participating in school trip;
    - seeing student safety as the primary responsibility on all school trips;
    - arranging for a buddy system to assure constant awareness of each student's whereabouts, needs, and participation; and
    - notifying the principal or housemaster as soon as possible and the parent or guardian should an emergency occur.
- Transportation
    - Arrangements for buses should be made through the Transportation Office at least two (2) weeks prior to the trip.
    - School trip approval forms are available in each school office.
- Students
    - Students are not permitted to leave the school group during the trip unless prior written permission from a parent or guardian is received (CREF 3640AR).
    - For students returning to school from a trip after school hours, the teacher or principal is to make arrangements for their safe departure home.
    - Should students be delayed, the teacher must notify the building administrator or designee.
    - The teacher must be aware of any special medical problems of students going on a school trip.
    - The school nurse shall be notified of each field trip at the time of the initial request and will provide information regarding needs and specific health issues.

Instruction

Instructional Arrangements

ADMINISTRATIVE REGULATIONS ON FIELD TRIPS 6330AR (continued)

Field Trips During School Time (continued)

- Students (continued)
  - Only students from the Fairfield Public Schools are to participate in school trips.
  - All school rules apply during school trips.
- Specialized School Trips Sponsored by the School
  - In the case of specialized school trips such as canoe trips, white-water trips, bicycling, camping / hiking trips, and ski trips, the teacher responsible for the trip must submit in writing the assurance of the sponsoring agency providing certified life guards and/or personnel certified in first aid.
  - The written assurance provided by the sponsoring agency must be attached to the *Field Trip Approval Form* submitted to the Deputy Superintendent.

Non-School Time Field Trips

School trips scheduled on non-school time are permissible providing they relate to the curriculum and/or an extra-curricular activity sponsored by the school system. The *Non-School Time Field Trip Approval Form* is to be used for this kind of school trip.

Private Trips

The Board of Education acknowledges that groups may want to organize special ventures. Such trips will be considered as private and may not use the school name, school resources (daily bulletins, classroom time, school stationery, the public address system, telephones, etc.) school materials, supplies, nor office equipment in carrying out recruitment or planning.

However, as with other appropriate non-school ventures, individuals or groups initiating such trips may use school bulletin boards or purchase ads in the school newspaper provided such publicity clearly states that the activity is not school-sponsored.

Instruction

Instructional Arrangements

ADMINISTRATIVE REGULATIONS ON FIELD TRIPS 6330AR (continued)

Foreign Study School Trips

Foreign study school trips provide experiences for the student, which cannot be duplicated in the classroom.

- All foreign study school trips during or outside of school time must be related to the curriculum of the Fairfield Public Schools.
- All foreign study school trips must be approved by the school system.
- Only students enrolled in the Fairfield Public Schools are permitted to participate in a foreign study school trip.
- Prior to any definite planning such as recruiting students, notification to the parent or guardian, or contract with any travel agency, the teacher responsible must adhere to the following:
    - A written proposal must be submitted to the building principal describing the purpose of the trip abroad and how it relates to the curriculum.
    - The proposal must be discussed with the building principal by the teacher responsible.
    - Upon the approval of the building principal, the proposal must then be submitted to the Deputy Superintendent with final approval by the Superintendent of Schools.
    - In submitting the written description of the proposal, the teacher must also complete the form entitled *Preliminary Information: Foreign Study School Trip* and send it to the Office of Instruction.
    - Any staff member contemplating a school trip abroad must make known that intention in September of the school year in which the school trip takes place and adhere to the above-mentioned regulations.

Subsequent to Preliminary Approval

- The teacher is to notify the parent or guardian of students in writing of the intention of the school trip abroad. The written notification is to include a description of the school trip, the itinerary, its relation to the curriculum, and the cost per student.
- Attached to the letter of intent to the parent or guardian is a form to be returned to the teacher responsible indicating preliminary approval by the parent or guardian.
- The above must be completed prior to any definite plans with respect to the school trip abroad.
- Students are notified at the same time as the parent or guardian.

Instruction

Instructional Arrangements

ADMINISTRATIVE REGULATIONS ON FIELD TRIPS 6330AR (continued)

Foreign Study School Trips (continued)

Finalizing Plans - Travel Agencies

- A bidding process should be used with bid invitations to travel agencies.
- The Business Office of the Fairfield Public Schools is available to assist in the bidding process.
- Wherever possible, travel agencies doing business in Fairfield should be contracted to handle all the travel arrangements.

General Information

- An orientation meeting is to be held with the parent or guardian of students involved providing the following information:
    - purpose of trip;
    - itinerary;
    - hotel accommodations;
    - travel agency;
    - departure and return times;
    - cost;
    - school regulations and Board policy with respect to behavior; and
    - insurances.
- All foreign study school trips are to be adequately chaperoned; assuring sufficient chaperones to implement a chaperone / student ratio appropriate to the field trip experience.
- Orientation meetings will be held with the students to provide the following information:
    - proper standards of conduct in the host country;
    - the history and cultural background of countries / cities and areas on the itinerary;
    - vocabulary / expressions useful in travel in the host country;
    - rules / regulations with respect to passports, visas, baggage, customs, and health regulations;
    - knowledge / exchange of foreign currency;
    - available means of transportation in the foreign country;
    - suggested packing list; and
    - appropriate behavior.

Instruction

Instructional Arrangements

ADMINISTRATIVE REGULATIONS ON FIELD TRIPS (continued) **6330AR**

Foreign Study School Trips (continued)

General Information (continued)

- Salary of the teacher / chaperone will continue to be paid by the district on regularly scheduled school days of the trip. Expenses will be paid by the school district and/or the approved sponsoring organization.
- In an emergency situation, the teacher is responsible for seeking immediate assistance, according to need.
- The teacher must have a list of parents or guardian's telephone numbers and relevant student medical information, including any prescription medicines or allergies.
- The buddy system for students and chaperones will be in effect during the entire trip.
- Students are not permitted to leave the school group during the trip unless prior written permission from a parent or guardian is received (CREF 3640AR).
- The teacher planning the trip is responsible for the continuation of the regular instructional program by planning with the immediate supervisor.
- The *Non-School Time Field Trip Approval Form* is to be submitted to the Office of Instruction for final approval by the Superintendent of Schools or designee.

8/27/04

Fairfield Public Schools

FIELD TRIP APPROVAL FORM

(MUST BE FILED 2 WEEKS IN ADVANCE OF TRIP)

Complete form, obtain the building administrator's approval, and then forward to the Office of Instruction.

Name _____ Date Filed _____

Building _____ Grade _____ Course/Subject _____

Destination and purpose (be specific) _____

_____

Staff Member(s) Responsible for Organizing School Trip _____

Staff Member(s) Accompanying Students on Trip _____

_____

Total Number of Students _____ Total Number of Chaperones _____

Date(s) of Trip _____ Departure Time _____ Return Time _____

Is a Substitute Required? _____ How many days? _____

Estimated Cost of Trip _____ Student Cost, if any _____

How will the trip be funded? _____

SCHOOL LUNCH TO BE PROVIDED (Check One):

☐ Hot Lunch ☐ Bag Lunch ☐ No Lunch

TRANSPORTATION

Are you requesting Bus Transportation be made by the Transportation Office? YES _____ NO _____

Means of Transportation:

School Bus _____ Staff Member's Car _____ Walking _____ Other _____

CONTACT THE TRANSPORTATION OFFICE FOR COST OF THE FIELD TRIP

AUTHORIZATION:

Building Administrator _____

Deputy Superintendent _____

Superintendent of Schools _____

Copies will be forwarded from the Office of Instruction to Food Services and the Transportation Office.

ORIGINAL-WHITE COPY; TRANSPORTATION-YELLOW COPY; FOOD SERVICES-PINK COPY; ORIGINATOR-GOLDENROD

FAIRFIELD PUBLIC SCHOOLS

NON-SCHOOL TIME FIELD TRIP APPROVAL FORM

Instructions: This form is to be completed for all *field trips* taken after school hours, on weekends, or on days when schools are not in session and filed ***2 weeks or more in advance of field trip***. Please complete and **forward, with three copies,** through the building principal (who must approve the trip) to the Deputy Superintendent.

Person responsible _____ Date filed _____

Building _____

Destination _____

Purpose of field trip _____

_____

_____

Names of other personnel (teachers/parents) as chaperones: _____

_____

_____

Date of field trip _____ Number of Students _____

Departure time _____ Return time _____

Estimated cost and funding _____

Cost to student, if any _____

Means of transportation (check) ☐ Bus company name _____

☐ Staff member's car _____

☐ Other _____

Emergency telephone number where you can be reached on the field trip _____

Plans for meals _____

Authorization:

- Building Administrator _____
- Deputy Superintendent _____
- Superintendent _____

Upon approval, copies are sent to:

• Originator • Transportation • Deputy Superintendent • School Nurse

PRELIMINARY INFORMATION: FOREIGN STUDY SCHOOL TRIP

TO BE SUBMITTED TO THE OFFICE OF INSTRUCTION IN SEPTEMBER

Name of teacher proposing school trip_____

School _____

Destination_____

Dates of school trip_____

Number of students involved_____

Chaperone/Student ratio_____

Accommodations_____

Cost for each student_____ Cost to teacher_____

Insurance - Medical: Do students purchase?_____

Insurance - Liability: Does the travel agency provide it?_____

Purpose of study trip_____

_____

_____

Other adults involved_____

_____

_____

Orientation date_____

What must students provide on their own?_____

_____

_____

Preliminary Approval: _____

John J. Boyle
Deputy Superintendent

Instruction

Instructional Arrangements

HOMEWORK **6335**

The Board of Education considers homework and other out-of-class assignments to be essential parts of the educational program of the Fairfield Public Schools. Through homework and out-of-class assignments, students have an opportunity to reinforce and/or extend academic and learning skills taught in class. Homework also contributes to the students' development of such skills as working independently, organizing time, developing effective work habits, and developing self-discipline in accepting responsibilities. Parents or guardians are encouraged, through discussions with their children, to become aware of and to support the need for the student to complete homework and other out-of-class assignments.

Legal Reference: Connecticut General Statutes 10-221 Boards of education to prescribe rules, policies, and procedures

Approved 8/27/04

Instruction

Instructional Arrangements

ADMINISTRATIVE REGULATIONS ON HOMEWORK 6335AR

Elementary and Middle School Levels

Purpose of Homework

In assigning homework the following should be kept in mind:

- Homework fosters student initiative, independence, and responsibility.
- Homework reinforces and supplements school learning experiences.
- Homework fosters communications between home and school.
- Homework develops self-discipline and good work habits.

Appropriate Homework

All homework assignments should be designed for specific instructional purposes. Teachers should keep the following in mind when giving homework assignments:

- Clear, definite directions for the homework assignments are an absolute necessity.
- Assignments should be related to classroom objectives and the teacher should make sure students understand the assignment.
- For long-range projects the teacher should establish a time management system including progress reports on gathering information.
- No homework should be assigned **at the elementary level** for weekends other than long-term projects.

What the Student Should Do

- Make and keep a study schedule.
- Study in the same quiet place every day.
- Keep all materials including a notebook in a study place.
- Set a specific time of the day to study.
- Plan ahead by estimating the amount of time it will take to complete the assignment.
- Always read the directions before starting.
- Do not turn on the TV or radio when studying.

Instruction

Instructional Arrangements

ADMINISTRATIVE REGULATIONS ON HOMEWORK (continued) **6335AR**

Elementary and Middle School Levels (continued)

Suggested Strategies for Homework (Teacher and Student)

- Make homework folders in which completed assignments are to be stored, evaluated, and charted to show completed and missing assignments.
- Keep notebooks in which all assignments are written. The parent or guardian is asked to check the notebooks at the end of each week.
- Make homework expectations clear to the parent or guardian and students.
- Make sure assignments have a specific purpose and are not merely busy work.
- Contact the parent or guardian when homework is not consistently returned.
- Include homework where appropriate as part of the grade.

The following is a suggested time schedule for homework assignments:

Elementary Schools

Kindergarten	occasional assignments as appropriate
Grade 1	10-15 minutes 2 to 3 days per week
Grade 2	15-20 minutes 4 days per week
Grade 3	15-30 minutes 4 days per week
Grade 4	30-45 minutes 4 days per week
Grade 5	45-60 minutes 4 days per week

Middle Schools

Grade 6	20 minutes per curriculum area 4 days per week
Grade 7	20 minutes per curriculum area 4 days per week
Grade 8	20 minutes per curriculum area 4 days per week

Instruction

Instructional Arrangements

ADMINISTRATIVE REGULATIONS ON HOMEWORK (continued) **6335AR**

High School Level

Philosophy

Homework is a logical extension or expression of well-planned classroom lessons and should be meaningful to the learning process. It should also make the parent or guardian familiar with their child's learning experiences.

The primary outcome of homework for students during their high school experience is that learning becomes an independent activity. As a valuable teaching strategy, homework not only addresses the skills and concepts taught, but it also can aid in developing a sense of responsibility and accomplishment within students, encourage students to work on their own, and acknowledge the existence of different learning styles.

Professional judgment must be exercised relative to the use of homework. In view of the diversified curriculum within the school, teachers must be allowed the academic freedom necessary for effectively reaching all students and meeting individual needs.

General Guidelines

In establishing homework guidelines, it is of prime importance to consider the individual differences of students, availability of resources, and time allotments.

The amount of homework assigned should be appropriate to the grade, course level, and student ability. In most academic courses, students should expect a minimum range of 2½ - 5 hours / week for each course. In related arts and skills courses, students should expect homework periodically. These recommended time allotments reflect flexible guidelines that should be viewed as an average throughout the school year.

The type of homework assigned should be according to its purpose:

- Practice assignments help students master specific skills taught in the class.
- Preparation assignments encourage students to derive maximum benefit from future lessons.
- Extension assignments enable students to demonstrate their ability to transfer specific skills and concepts to new situations.
- Creative assignments encourage students to integrate learned skills and concepts to produce original results.

Instruction

Instructional Arrangements

ADMINISTRATIVE REGULATIONS ON HOMEWORK (continued) **6335AR**

High School Level (continued)

General Guidelines (continued)

Homework takes the form of doing practice exercises (oral or written), writing, studying, reading, and library research or projects. The assignment can be either long- or short-term.

Guidelines for Teachers

The responsibility of the teacher is:

- to explain the purpose of each assignment;
- to give clear directions and suggested method for accomplishing the assignment;
- to ensure availability of all necessary resources to carry out the assignment;
- to acknowledge completion of homework and to evaluate it appropriately;
- to explain the method of evaluation of the homework assignment and its potential impact on a student's grade e.g., cumulatively equivalent to a quiz, test, exam, oral recitation, written exercise, lab performance;
- to suggest a reasonable time allotment on homework assignments;
- to make it clear that deadlines and penalties are understood and are adhered to;
- to encourage integrity in all homework assignments;
- to provide for reasonable make-up of assignment whenever appropriate; and
- to explain that homework often will be a study assignment reviewing the important facts, principles, formulas, and concepts or a reading assignment from books, magazines, newspapers, etc., related to class work or for general reading skill development.

Guidelines for Students

The responsibility of the student is:

- to contact the teacher when absent;
- to understand the purpose, requirement, and directions of the assignment;
- to understand the means of evaluation;
- to understand the suggested time allotment and to budget time realistically;
- to understand that content, structure, and appearance of all written homework assignments are important elements in the grading process;

Instruction

Instructional Arrangements

ADMINISTRATIVE REGULATIONS ON HOMEWORK (continued) **6335AR**

High School Level (continued)

Guidelines for Students (continued)

- to establish a time for a regular pattern of review;
- to demonstrate integrity and neither to give nor receive so much help that the value of the homework will be lost;
- to meet the deadlines and understand the penalties; and
- to understand that the basic purpose of homework is learning and, therefore, the preview and review of the skills and concepts learned are always appropriate.

Guidelines for Parents

The responsibility of the parent or guardian is:

- to understand the philosophy and guidelines of the Board of Education concerning homework;
- to be sure that students or the parent or guardian obtain assignments missed when the student is absent;
- to provide the student with a time and place to carry out his assignment(s);
- to contact the teacher, counselor, or administrator in the event of questions or concerns;
- to be supportive of the homework policy, as it is an integral part of the student's learning process;
- to understand that usually a student does have homework. The student may preview, review, or improve his present assignment reviewing the important facts, principles, formulas, and concepts or a reading assignment from books, magazines, newspapers, etc., related to class work or for general reading skill development;
- to encourage integrity and never give so much help that the value of the homework is lost;
- to understand that content, structure, and appearance of all written homework assignments are important elements in the grading process; and
- to check to see that homework assignments are completed.

Instruction

Instructional Arrangements

ADMINISTRATIVE REGULATIONS ON HOMEWORK (continued) **6335AR**

High School Level (continued)

Guidelines for Administration

The responsibility of the administrator is:

- to articulate the philosophy and guidelines concerning homework to staff, parents or guardians, and students;
- to support the staff in the implementation of the guidelines; and
- to review homework assignments with teachers as part of the monitoring responsibility.

8/27/04

Instruction

INSTRUCTIONAL RESOURCES 6400
EQUIPMENT, BOOKS, AND MATERIALS
TEXTBOOKS AND WORKBOOKS

The Fairfield Public School District selects instructional materials to implement, enrich, and support the educational program for the student and the instructional needs of teachers. Selected materials must serve both the breadth of the curriculum and the needs and interests of individual students. The district is obligated to provide for a wide range of abilities and to respect the diversity of many differing points of view. To this end, principles must be placed above personal opinion and reason above prejudice in the selection of materials of the highest quality and appropriateness.

The Board of Education shall provide educational materials, including textbooks, in adequate amounts for the entire educational program. However, personal non-educational student items may be requested to be provided by parents, unless there is a financial hardship. Any such request must have prior approval of the building administrator.

Textbooks shall be reviewed by the administration and staff at five (5) year intervals to determine their adequacy and timeliness.

The Superintendent or designee shall institute procedures for selection of textbooks appropriate for the instructional program. (See Appendix A, *Recommendation for Textbook Adoption Form*)

Final adoption of textbooks shall be made by the Board of Education at a meeting upon the recommendation of the Superintendent or designee at the prior meeting.

Legal Reference: Connecticut General Statutes
10-221 Boards of education to prescribe rules, policies, and Procedures as amended by PA 97-290
10-228 Free textbooks, supplies, materials, and equipment
10-229 Change of textbooks

Approved 8/27/2004
Approved 11/27/2007
Revised and Approved 3/25/2008

Instruction

INSTRUCTIONAL RESOURCES
EQUIPMENT, BOOKS AND MATERIALS
TEXTBOOKS AND WORKBOOKS

RESPONSIBILITY FOR SELECTION **6400AR**

The word "material," as used in this policy statement, includes: books, periodicals, pamphlets, pictures, films, videos, computer software, audio recordings, multimedia CD-ROMS; online databases and all other materials, print and non-print, which are used by the students and faculties of the Fairfield Schools and stored within the school facilities.

- **Textbook and other Classroom Materials**

  The Board of Education, Fairfield, Connecticut, delegates authority for the recommendation of instructional materials through the Superintendent of Schools, to the Director of Curriculum, Instruction and Assessment, the building principals and the classroom teachers for those materials selected for distribution on the system level. The final adoption of textbooks shall be made by the Board of Education in keeping with BOE Policy #6400, and #6400AR.

- **Library Media Materials**

  The Board of Education, Fairfield, Connecticut, delegates authority for the selection of library media materials through the Superintendent of Schools, to the building principals, and then to the library media specialists for those materials housed in the Library Media Centers at the building level and to the Director of Curriculum, Instruction and Assessment and the Library Media Program Leader for those materials selected for distribution on the system level.

- **Classroom Libraries + Privately Owned Collections**

  Classroom libraries are funded by the district and qualify as instructional materials for the language arts curriculum. All resources are selected by the district Curriculum Leaders for language arts in collaboration with site-based language arts specialists and classroom teachers. Materials in Classroom Libraries as well as in privately purchased collections for classroom use must meet the criteria for all textbook purchases. (See also Board of Education Policy Guide Nos. 6400 and 6400AR.)

Instruction

INSTRUCTIONAL RESOURCES
EQUIPMENT, BOOKS, AND MATERIALS
TEXTBOOKS AND WORKSBOOKS

CRITERIA FOR SELECTION **6400AR**

The selection of materials is a continuous process because of the universal acquisition of new knowledge and information, revision of curriculum content and the publication of new materials. The selection process is as follows:

A. Program Leaders and classroom teachers may be aided in the final selection of books and materials, including those found on summer reading lists, by consulting authoritative reviews, recommended lists, and standard bibliographic tools. It is recommended that materials be previewed or examined if evaluative, reliable reviews are not available. It is further recommended that non-print materials be previewed prior to purchase.

B. Teachers, administrators, citizens, and students may recommend materials for selection. Parents are encouraged to review summer reading lists. Concerns related to these lists are to be addressed to the building administrator. The proper procedures for addressing those concerns, as outlined below, shall be followed.

C. The following evaluative criteria should be used as a guide when selecting materials for purchase:

    1. a high standard of quality in factual content and are appropriate to the ability and needs of the students
    2. the educational significance of the materials
    3. the contribution made to the curriculum and/or the interests of the students
    4. the reputation and significance of the author, producer, and the publisher
    5. the validity, currency, and appropriateness of the material
    6. the contribution the material makes to the breadth of representative viewpoints on controversial issues
    7. a high degree of potential user appeal
    8. a high artistic quality and/or literary style
    9. the quality and variety of format
    10. the value is commensurate with cost and/or need
    11. the timeliness or permanence of the materials
    12. the integrity of the materials

Instruction

INSTRUCTIONAL RESOURCES
EQUIPMENT, BOOKS, AND MATERIALS
TEXTBOOKS AND WORKBOOKS

CRITERIA FOR SELECTION (continued) **6400AR**

D. The following evaluative criteria are used as they apply:
   1. Learning resources shall support and be consistent with the general educational goals of the state and district and the aims and objectives of individual schools and specific courses.
   2. Learning resources shall meet high standards of quality in factual content and presentation.

      a. Learning resources shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected.
      b. Physical format and appearance of learning resources shall be suitable for their intended use.
      c. Learning resources shall be designed to help students gain an awareness of our pluralistic society.
      d. Learning resources shall be designed to motivate students and staff to examine their own duties, responsibilities, rights, and privileges as participating citizens in our society, and to make informed judgments in their daily lives.
      e. Learning resources shall be selected for their strengths rather than rejected for their weaknesses.
      f. The selection of learning resources on controversial issues will be directed toward maintaining a diverse collection representing various views.

E. Criteria for Selection of Controversial Materials

The following criteria should be considered when selecting potentially controversial materials. All materials need to be age and developmentally appropriate.

1. Materials on controversial issues represent a particular point of view, and a sincere effort should be made to select equally representative materials covering contrasting points of view.

Instruction

INSTRUCTIONAL RESOURCES (Continued)
EQUIPMENT, BOOKS, AND MATERIALS
TEXTBOOKS AND WORKBOOKS

CRITERIA FOR SELECTION (continued) **6400AR**

2. Materials selected will not unfairly or inaccurately portray or disparage a person's physical characteristics, disabilities, or any particular race, religion, gender, ethnicity, sexual orientation or family structure. A writer's expression of a certain viewpoint is not to be considered a disparagement when it represents the historical or contemporary views held by some person or group.
3. Materials on religion are chosen to explain rather than convince and are selected to represent the field as widely as necessary for school purposes.
4. The selection of materials on political theories, ideologies, or on public issues is directed toward maintaining a balanced collection representing various views.
5. In a literary work of established quality, the use of profanity or the treatment of sex is not an adequate reason for eliminating the materials from school use.
6. Materials on physiology, physical maturation or personal hygiene should be accurate and in good taste.

Instruction

INSTRUCTIONAL RESOURCES (Continued)
EQUIPMENT, BOOKS, AND MATERIALS
TEXTBOOKS AND WORKBOOKS

WITHDRAWAL OF MATERIALS **6400AR**
PROCESS AND PROCEDURE

Occasional objections to a selection may occur by individuals. If a complaint is made or materials are requested to be withdrawn, the following procedure will be used:

A. Explain that no commitments can be made at this time.
B. Invite the complainant to discuss their objections with the building administrator and the library media specialist for the purpose of resolving the issue.
C. Inform the complainant of the option to file an objection in writing and offer to have them complete the proper questionnaire (see Appendix B) so that they may submit a formal complaint to the building principal.
D. The principal of the building, upon receiving the complainant's request, will then inform the Superintendent of Schools, the Deputy Superintendent, the Director of Curriculum, Instruction and Assessment, the Coordinator of Library Media and, if appropriate, the specified program leader. The material in question will remain in use pending the resolution of the process.
E. The building administrator will
   - read and examine the materials in question.
   - prepare a report after consulting with the library media specialist and classroom teacher when appropriate. Selection criteria and curriculum objectives should be reviewed in this process.
   - file copies of the report with the Superintendent of Schools, the Deputy Superintendent and the appropriate program leader
F. The Superintendent of Schools will submit their recommendations to the complainant within two weeks with a copy going to the building administrator, classroom teacher, and the program leader, as applicable.
G. At all times, maintain a professional and courteous demeanor.

Appendix A

RECOMMENDATION FOR TEXTBOOK ADOPTION

Title of Book**:**_____

Series: _____

Author**:** _____Publisher: _____

Author's Credentials:_____

Date of Copyright:_____ List Price:_____ Weight of Book:_____

Proposed Use – Basic Text:_____Supplemental Text:_____

Curriculum or Course:_____

Grade:_____ Reading Level of Text:_____

Number of Copies to be Purchased: _____

Date of last adoption:_____

Reason(s) for Recommendation:

_____
_____
_____
_____
_____
_____
_____

Date: _____ _____

Headmaster / Principal

_____

Curriculum Leader / Liaison

_____

Deputy Superintendent

Action of Board of Education
Date: _____

Completed FORM AND BOOK should be in the Office of the Deputy Superintendent by the first day of the month in which the Board will initially receive the book for review.

Appendix B

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Fairfield Public Schools has delegated the responsibility for selection and evaluation of library/educational resources to the school library media specialist/curriculum committee, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of school or library resources, please return the completed form to the Principal of the appropriate school.

Name	Date
Address	City
State	Zip
Phone	email
Do you represent yourself or an organization?	

1. Resource on which you are commenting:
____ Book ____ Textbook ____ Video ____ Display ____ Magazine ____ Library Program____ Audio Recording ____ Newspaper ____ Electronic information/network _____Other (please specify):

_____
Title
_____
Author/Producer
_____

2. What brought this resource to your attention?
_____
3. Have you examined the entire resource?
_____
If not, what parts have you examined?
_____
4. What concerns you about the resource? (use other side or additional pages if necessary)
_____
5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?
6. What would you like done about the resource material(s)?

Do not allow my child access_____ Withdraw it from all students_____
7. Do you wish to be present when the committee reconsiders these resource material(s)?

Appendix C

Copyright and Fair Use

One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies or phonorecords. This right is subject to certain limitations found in sections 107 through 118 of the copyright act (title 17, U.S. Code). One of the more important limitations is the doctrine of "fair use." Although fair use was not mentioned in the previous copyright law, the doctrine has developed through a substantial number of court decisions over the years. This doctrine has been codified in section 107 of the copyright law.

Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered "fair," such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair:

1. the purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

The distinction between "fair use" and infringement may be unclear and not easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

The 1961 *Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law* cites examples of activities that courts have regarded as fair use: "quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author's observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported."

Copyright protects the particular way an author has expressed himself; it does not extend to any ideas, systems, or factual information conveyed in the work.

The safest course is always to get permission from the copyright owner before using copyrighted material. The Copyright Office cannot give this permission.

When it is impracticable to obtain permission, use of copyrighted material should be avoided unless the doctrine of "fair use" would clearly apply to the situation. The Copyright Office can neither determine if a certain use may be considered "fair" nor advice on possible copyright violations. If there is any doubt, it is advisable to consult an attorney.

FL-102, Revised December 2005

U.S. Copyright Office
101 Independence Ave. S.E.
Washington, D.C. 20559-6000
(202) 707-3000 – Revised: 31 – Jan-2006

Instruction

Instructional Resources

Equipment, Books, and Materials

SUPPLIES AND EQUIPMENT 6412

The Board of Education shall provide educational supplies and equipment in adequate amounts for the entire educational program.

Legal Reference: Connecticut General Statutes
10-221 Boards of education to prescribe rules, policies, and procedures as amended by PA 97-290
10-228 Free textbooks, supplies, materials, and equipment

Approved 8/27/04

Instruction

Instructional Resources

Equipment, Books, and Materials

LOST / DAMAGED EQUIPMENT 6413

Students shall be assessed the full replacement cost(s) for damaged facilities and lost or damaged equipment such as textbooks, lab equipment, etc.

CREF 3241 and 5340

Approved 8/27/04

Instruction

Instructional Resources

Equipment, Books, and Materials

APPLICATION OF TECHNOLOGY 6414

All curriculum areas shall be assessed on an on-going basis for possible application of technology, with subsequent implementation whenever possible.

Legal Reference: Connecticut General Statutes
10-221 Boards of education to prescribe rules, policies, and procedures as amended by PA 97-290
10-228 Free textbooks, supplies, materials, and equipment

Approved 8/27/04

Instruction

Instructional Resources

Equipment, Books, and Materials

AUDIOVISUAL MATERIAL 6415

Audiovisual instructional resources shall be provided to supplement and enrich the teaching-learning process.

Legal Reference: Connecticut General Statutes
10-221 Boards of education to prescribe rules, policies, and procedures as amended by PA 97-290
10-228 Free textbooks, supplies, materials, and equipment

Approved 8/27/04

Instruction

Instructional Resources

Equipment, Books, and Materials

WEB SITE AND HOME PAGE DEVELOPMENT 6416

The Fairfield Board of Education recognizes the value of establishing a World Wide Web presence for the Fairfield Public Schools. Such a site provides for improved communication with parents or guardians and residents of Fairfield and with others who are interested in obtaining general information about our schools, curriculum and programs of study, policies and procedures, school events, and the like. However, the Board also recognizes that the information provided on this site must be responsibly developed, as are other school publications. Therefore, all information or material posted on the school district web site must be professional and ethical, and must meet the standards required of other school district publications. The content of a page must be approved by school district administration and will also be subject to a technical review to ensure that the author(s) have complied with electronic publishing standards. All pages must conform to Board policies and administrative regulations regarding acceptable use, instructional resources, and collection development, and should be displayable and readable with standard web browser software.

All World Wide Web information directly related to the Fairfield Public Schools, its schools, its departments, and its programs will be stored on and served to the web utilizing the district approved Internet provider service and/or designated HTTP server.

The administration will develop administrative regulations to carry out this policy.

Legal Reference: Connecticut General Statutes
1-19(b)(11) Access to public records. Exempt records
10-15b Access of parent or guardian to student's records
10-209 Records not to be public
11-8a Retention, destruction, and transfer of documents
11-8b Transfer or disposal of public records. State library board to adopt regulations
46b-56(e) Access to records of minors
Connecticut Public Records Administration Schedule V-Disposition of Education Records revised 1983
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 USC 1232g)

Instruction

Instructional Resources

Equipment, Books, and Materials

WEB SITE AND HOME PAGE DEVELOPMENT (continued) 6416

Legal Reference: (continued)

Dept of Education 34 CFR part 99 (May 9, 1980 45 FR 30802) regs implementing FERPA enacted as part of 438 of General Education Provisions Act (20 USC 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96

PL 94-553, The Copyright Act of 1976, 17 USC 101 et seq.

CREF 1145

Approved 8/27/04

Instruction

Instructional Resources

Equipment, Books, and Materials

ADMINISTRATIVE REGULATIONS ON WEB SITE AND HOME PAGE DEVELOPMENT 6416AR

The Fairfield Public Schools invite all staff to utilize the power of the district's web site to further their instructional and communication goals. The following regulations are necessary and prudent for the smooth functioning of the district's web site.

Security

- Ownership of all files created in the scope of one's employment shall remain with the Fairfield Public Schools.
- The administration may modify or remove any page in which the content does not conform to the district's publication, instructional resources, collection development, and acceptable use policies and practices.
- The district will not host any personal pages (pages with no district curriculum or communication connection) for either staff or students, nor will the district provide links to such pages.
- No information about students may be posted which does not conform to the Federal Family Education Rights and Privacy Act of 1974. Users will not post personal contact information about themselves or other people. Personal contact information includes, but is not limited to, home address, telephone, school address, and work address.
- Original student work that is posted will be accompanied by language assuring that the student or his family is the copyright holder.
- Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
- The web is a complex entity and while every care is taken to maintain its function and availability, no warranty either express or implied, can be made that it will be error-free or without defect. The district is not responsible for any damage users may suffer including, but not limited to, loss of data. The district will not be responsible for the financial obligations or other losses arising through the unauthorized or intentional misuse of the system.

Authorization, Verification, and Review

- All potential authors must read and sign the *Fairfield Public Schools Web Site Compliance Form* before access for posting will be granted.
- The web site has a limited educational purpose. The term "educational purpose" includes use of the site for classroom activities, professional or career development, and limited high-quality personal research. Content must reflect curriculum or district-related communication objectives.

Instruction

Instructional Resources

Equipment, Books, and Materials

ADMINISTRATIVE REGULATIONS ON
WEB SITE AND HOME PAGE DEVELOPMENT (continued) 6416AR

Authorization, Verification, and Review (continued)

- All authors or their designee must conduct a periodic review of pages for the purpose of making any updates or changes to information.
- Links, allowed only for educational use, are the responsibility of the author and must be reviewed periodically for accuracy and suitability.
- Pages containing links to web pages outside of the Fairfield Public Schools web site must include the following disclaimer: "The Fairfield Public Schools is not responsible for any information or content provided by web sites beyond this site."
- If it is determined that the content of a linked site is no longer appropriate according to Fairfield Public Schools criteria, it may be requested to be removed or removed without notice.
- An administrator may designate a "webmaster" to manage a department, school, or program page.
- Each individual who posts material on the web is responsible for its accuracy and timeliness.
- No copyrighted material may be posted to any page without the specific permission of the copyright holder. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
- All pages are prohibited from containing:
    a. advertising material promoting the sale of commercial or noncommercial products or services (pages created on commercial sites, e.g., schoolnotes.com, angelfire.com, where the advertisements are not within the staff member's control are exempt from this prohibition);
    b. advertising on behalf of candidates for public office;
    c. classified ads;
    d. request for volunteers or services by non-profit or for-profit groups or request for donations of money, materials, or services by the same (exception: educational or district-related information); and/or
    e. editorial comments of any kind.

Instruction

Instructional Resources

Equipment, Books, and Materials

ADMINISTRATIVE REGULATIONS ON
WEB SITE AND HOME PAGE DEVELOPMENT (continued) 6416AR

Publishing Student Images

- Schools will *print a general written announcement* at the beginning of the year in a communication to all parents or guardians (such as a newsletter) announcing:

  a. the routine videotaping or photographing of school concerts, assemblies, etc;
  b. these images are routinely displayed or shown in a variety of settings including, but not limited to, meetings, publications, and the school's web site; and
  c. student names are not connected with their images.

  Parents or guardians who do not want their child videotaped or photographed and those images displayed in the circumstances described are asked to contact the school principal.
- If videotaping, audio taping, or photography is planned for a more specific school setting (e.g., a classroom) a written announcement of the planned activity incorporating *both that activity and any potential future activities of a similar nature* will be sent to the parent or guardian. For example, a letter could state the following:

  > During the week of October ____, _____, the students and I will be videotaping their presentations of essential questions they have developed and research they have conducted on life in the rain forest. Students will use these videos to conduct a self-evaluation of their performance.
  >
  > This is the first time this year I will be using videotape, audiotape, or photography in my class. However, from the date of this activity forward I will be utilizing these media in a variety of instructional activities within this class during the remainder of the year. The images are routinely displayed in a variety of settings including, but not limited to, meetings, publications, and the school's web site. Student names are not connected with their images. *If you do not permit your child to have his or her image recorded and displayed please let me know, in writing, and I will honor your wishes during this project and for the remainder of the year*.
  >
  > I look forward to the beneficial use of videotape in evaluating our upcoming presentations and hope you will let your child participate.

Instruction

Instructional Resources

Equipment, Books, and Materials

ADMINISTRATIVE REGULATIONS ON
WEB SITE AND HOME PAGE DEVELOPMENT (continued) 6416AR

Publishing Student Images (continued)

- In certain circumstances, it may be desirable to display a student's image in a publication or on the school's web site with his name, such as when an award is given. Publishing a student's image with his name requires **express written permission** from the parent or guardian.
- This provision of seeking prior permission does not apply to school yearbooks, school newspapers, or images published by the working press. However, if a parent or guardian has a concern about the publication of a student's image in those settings, that concern should be brought to the school principal.

Publishing Student Names

- Recognizing a student's accomplishments through appropriate publicity shares the good news of a student's achievement and can build or reinforce his positive self-image. This publicity often takes the form of publishing student names on building bulletin boards, in newsletters, and increasingly, on classroom and school web pages.

  The following guidelines cover the most common circumstances under which students' names may be published:

  a. Full names may be printed or posted alone or in lists for performances, memberships, awards, accomplishments, and other similar circumstances as long as there is no correlation with an accompanying student picture without prior permission.
  b. When original student work is printed or posted without an accompanying student picture, a student's first name and, if necessary for clarification, grade designation may be cited (e.g., Kathy, grade 7A; John, grade 4E) with prior notification (school general written announcement).
  c. If it is deemed desirable to display a student's image, his name may not be associated with that picture without **express written permission** from the parent or guardian.

CREF 1145AR

8/27/04

Fairfield Public Schools
Fairfield, Connecticut

Web Site Compliance Form

Anyone wishing to create pages for the World Wide Web which present any entity of the Fairfield Public Schools, and which will be served at the district's web site, must complete this application and receive administrative approval.

PLEASE PRINT

Name: _____

Building: _____

Department/Program/Class: _____

Purpose of the web page: _____

I agree to the following:

> I am responsible for any and all pages that I develop on behalf of the school district. I agree to maintain the page I develop to ensure information accuracy, relevance, and timeliness. I understand that all files stored in my web directory will serve the World Wide Web and thus are open to inspection by the district. All documents developed comply, and will continue to comply, with the approved curriculum and communication objectives of the Fairfield Public Schools.

I have read, and agree to comply with, the ***Administrative Regulations on Web Site and Home Page Development****.*

_____ _____
Applicant's signature Date

_____ _____
Administrator's signature Date

Send original signed form to Business Office, attn: Webmaster

Instruction

Instructional Resources

Equipment, Books, and Materials

STUDENT INTERNET USE **6417**

Uses of electronic communication systems allow unprecedented opportunities for students to communicate, learn, access, and publish information. The district believes that the resources available through this network and the skills that students will develop in using it are of significant value in the learning process and student success in the future. These new opportunities also pose new challenges including, but not limited to, ready access for all students, age-level appropriateness of some material available through networks, security of the electronic communications system, and cost of maintaining increasingly complex networks. The district will endeavor to ensure that these concerns are appropriately addressed.

The district grants access to the network and the Internet by users only for the educational activities authorized under the administrative regulations including guidelines, procedures, and the specific limitations contained in this document.

To the extent that it is practical and prudent, the district will provide training and procedures that encourage the widest possible access to electronic information systems and networks by students, staff, and patrons while establishing reasonable controls for the lawful, efficient, and appropriate use and management of the system.

Legal Reference: Connecticut General Statutes 53a-182b Harassment in the first degree: class d felony (as amended by PA 95-143)

CREF 5335

Approved 8/27/04

Instruction

Instructional Resources

Equipment, Books, and Materials

ADMINISTRATIVE REGULATIONS ON
STUDENT INTERNET USE **6417AR**

Procedures for Student Use of the Internet

The rich sources of information available on the Internet hold the promise of greatly enhancing the quality of education available to all students. Therefore, upon completion of the application process, Internet access will be made available to students in the Fairfield Public School District for the purposes of communication, research, and education. It is our intention to provide an Internet environment that is safe and appropriate for the maturity level and need of student users. The degree of access to the Internet will be dependent upon the age of the students. The following are suggested guides for Internet use at various levels.

- Grades K-3: Limited use for specific projects by teacher request. Web site navigation will be guided as much as possible by the use of specific bookmarks.
- Grades 4-5: Use will be project-focused, teacher-directed, and adult-supervised. Web site navigation will be guided as much as possible by the use of specific bookmarks.
- Grades 6-8: Use will be teacher-directed and adult-supervised. Web sites will not be limited, but student use will be monitored.
- Grades 9-12: Students will have independent use, but on-line computers will be supervised by staff. World Wide Web sites will not be limited.

Teachers at any grade level may request student Internet registration for class or individual projects. However, registration and Internet use cannot be a course requirement. Secondary students may initiate electronic mail accounts for themselves, but will need a teacher's signature to complete the process. Elementary students must have the approval of their classroom teacher or building administrator to request an Internet electronic mail account.

In addition to suggesting regulation of Internet access, the following steps will be taken to develop and create more informed and responsible student users:

- the *Network Code of Conduct*, which describes the conditions of use and student expectations, will be prominently posted in each building;
- rules related to Internet use will be included in each building's student and staff handbooks;
- student-designed posters promoting appropriate use of the Internet will be displayed in schools; and

Instruction

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ADMINISTRATIVE REGULATIONS ON
STUDENT INTERNET USE (continued) **6417AR**

- staff development opportunities will be provided to increase the skills of district personnel who will be working with students on the Internet.

The district will endeavor to provide a safe and wholesome Internet environment. However, a clever network user may be able to find ways to circumvent Internet access limits and controls. For that reason, parents or guardians will be warned of the potential availability of offensive material on the Internet, and both students and parents or guardians will be advised that the student is ultimately responsible for his own conduct on the Internet. **Misconduct will result in loss of access and/or other appropriate disciplinary action.**

CREF 5335AR

8/27/04

Fairfield World Wide Web Student Use Agreement Form

ELEMENTARY SCHOOL STUDENTS

We are pleased to offer students of the Fairfield Public School District access to the district computer network. For World Wide Web (WWW) use, all students must obtain their parents or guardian's permission. A parent or guardian must sign and return this form to the school their child attends.

Elementary students' access to the Internet is only available under direct supervision of a teacher, instructional assistant, or other trained adult volunteer. Elementary students are not permitted to have unsupervised access to the Internet at school. All Internet sites are pre-selected by teachers after being carefully evaluated for age-appropriate content. We believe that the benefits of accessing the WWW, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media information sources. To that end, the Fairfield Public School District supports and respects each family's right to decide whether or not to consent to access.

District Network Guidelines

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school and district rules for behavior and communications apply.

The network is provided for students to conduct research. Network access is given to students who agree to act in a responsible manner. Parental permission is required, and parents or guardians must agree to a waiver of claims and an indemnification/hold harmless provision, which is set forth on the permission form below. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor this signed agreement.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should have no expectations of privacy in their electronic files stored on Fairfield Public School computers and servers.

The Fairfield Public Schools intend to provide a tool for educational activities and does not intend to create a forum for discussion of any topic at anytime. During school, teachers of younger students will guide them toward appropriate materials. Outside school, families bear the responsibility for the same guidance as they exercise with other information and media sources such as movies, telephones, radio, and other potentially offensive media. Elementary students using the district network agree to the following:

- I will visit only those sites selected by a teacher.
- I will not visit other people's folders or files.
- I will not give out my name, address, or phone number.
- I will not copy from the Internet without giving credit.
- I will not damage the computer or change its settings.
- I will use the school computer only for school assignments.

Any violations may result in loss of access as well as other disciplinary or legal action.

NOTE: In compliance with The Children's Internet Protection Act, the Fairfield Public Schools has adopted Internet safety policies and filters access to "inappropriate" materials online.

Please return the original and yellow copy to your school. Retain the pink copy for your records.

Fairfield World Wide Web Student Use Agreement and Parent Permission Form

As a parent or guardian of a child in the Fairfield Public Schools, I hereby agree my child will comply with the above stated rules regarding the computer network while honoring all relevant laws and restrictions.

Student Name _____ Birth Date_____

As the parent or legal guardian of the student named above, I grant permission for my son or daughter to access networked computer service such as World Wide Web on the Internet. I waive any claims against the Fairfield Public School District and/or its employees or directors related to my son's or daughter's use of the World Wide Web or the Fairfield Public School District's computer network. I recognize the web is a complex entity and while every care is taken to maintain its function and availability, no warranty either express or implied, can be made that it will be error free or without defect. The district will not be responsible for any damage users may suffer including, but not limited to, loss of data. The district will not be responsible for the financial obligations or other losses arising through the unauthorized or intentional misuse of the system.

Parent Signature_____Date_____

School_____Grade_____

Address_____Telephone_____

Fairfield World Wide Web Student Use Agreement Form

SECONDARY SCHOOL STUDENTS

We are pleased to offer students of the Fairfield Public School District access to the district computer network. For World Wide Web (WWW) use, all students must obtain parent or guardian permission and must sign and return this form to the school they attend.

Access to the WWW will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world. Families should be warned that some material accessible via WWW may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe the benefits of accessing the WWW, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media information sources. To that end, the Fairfield Public School District supports and respects each family's right to decide whether or not to consent to access.

District Network Guidelines

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school and district rules for behavior and communications apply.

The network is provided for students to conduct research. Network access is given to students who agree to act in a responsible manner. Parental permission is required, and parents or guardians must agree to a waiver of claims and an indemnification/hold harmless provision, which is set forth on the permission form below. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. The district is not responsible for restricting, monitoring, or controlling communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should have no expectations of privacy in their electronic files stored on Fairfield Public School computers.

The Fairfield Public Schools intend to provide a tool for educational activities. Any forum for discussion must be curriculum-related, teacher-selected, and teacher-monitored. During school, teachers of younger students will guide them toward appropriate materials. Outside school, families bear the responsibility for the same guidance as they exercise with other information media sources such as movies, telephones, radio, and other potentially offensive media. Students using the district network agree to the following:

- I will not use obscene or defamatory language.
- I will not harass, insult, defame, or attack others.
- I will not damage computers, alter systems, or networks.
- I will not violate copyright laws.
- I will not access offensive messages or pictures.
- I will not use another's password.
- I will not give out my name, address, or phone number.
- I will not trespass in other people's folders, work, or files.
- I will not intentionally waste limited resources.
- I will not employ the network for commercial purposes.

Any violations may result in loss of access as well as other disciplinary or legal action.

NOTE: In compliance with The Children's Internet Protection Act, the Fairfield Public Schools has adopted Internet safety policies, and filters access to "inappropriate" materials online.

Please return the original and yellow copy to your school. Retain the pink copy for your records.

Fairfield World Wide Web Student Use Agreement and Parent Permission Form

As a user of the Fairfield Public Schools computer network, I hereby agree to comply with the above-stated rules using the network while honoring all relevant laws and restrictions.

Student Name _____ Birth Date_____
Printed

Student Signature_____Date_____

As the parent or legal guardian of the student named above, I grant permission for my son or daughter to access networked computer service such as the World Wide Web on the Internet. I waive any claims against the Fairfield Public School District and/or its employees or directors related to my son's or daughter's use of the World Wide Web or the Fairfield Public School District's computer network. I recognize the web is a complex entity and while every care is taken to maintain its function and availability, no warranty either express or implied, can be made that it will be error free or without defect. The district will not be responsible for any damage users may suffer including, but not limited to, loss of data. The district will not be responsible for the financial obligations or other losses arising through the unauthorized or intentional misuse of the system.

Parent Name_____
Printed

Parent Signature_____Date_____

School_____Grade_____

Instruction

Instructional Resources

Equipment, Books, and Materials

INTERNET ACCEPTABLE USE: FILTERING 6418

The Board of Education of the Fairfield Public Schools has a responsibility to:

- enable students to utilize the Internet and participate in the increasingly information-based society of today;
- enable students to cope with the wide range and volume of material available through the Internet; and
- comply with the laws governing Internet use by minors.

Therefore a system designed to filter out Internet sites with content considered unacceptable and inappropriate for student viewing will be utilized. This filtering system shall be in addition to all other efforts utilized to help ensure student access to approved educational materials.

Filtering should only be viewed as one of a number of techniques used to manage students' access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to inappropriate material.

Filtering will be used in conjunction with:

- educating the students and staff to be "net-smart";
- requiring permission from the parents or guardians;
- utilizing acceptable use agreements and a *Network Code of Conduct* which prohibit the following:
    - using obscene or defamatory language;
    - damaging computers, altering computer systems, or computer networks;
    - violating copyright laws;
    - accessing offensive messages or pictures;
    - using another's password;
    - giving out one's name, address, or phone number;
    - trespassing in another's folders, work, or files;
    - using another's folders, work, or files; and
    - intentionally wasting limited resources;
- prohibiting use of the network for commercial purposes;
- supervising students in a manner that is appropriate to their grade and is consistent with district grade level *Guidelines for Internet Use*; and
- employing disciplinary measures appropriate to the offense if violations of regulations occur.

Approved 8/27/04

Instruction

Instructional Resources

INSTRUCTIONAL RESOURCES FOR TEACHERS 6420

SURVEYS OF STUDENTS 6421

Surveys can be a valuable resource for schools and communities in determining student needs for educational services. When a survey is used, every effort should be made to ask questions in a neutral manner to ensure the accuracy of the survey.

Administrators, teachers, other staff members, and the Board of Education may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or units. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements of Policy 5535 Research Involving Students. Parents or guardians shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation.

Any survey that includes references to any of the factors listed below must receive Board of Education approval prior to being administered. In addition, no student may, without parental or custodial consent, take part in a survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or the student's parent or guardian;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, and demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
- religious practices, affiliations, or beliefs of the student or the student's parent or guardian.

Instruction

Instructional Resources

Instructional Resources for Teachers

SURVEYS OF STUDENTS (continued) 6421

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the Superintendent of Schools and the approval of the Board of Education as to content and purpose. The results of such approved surveys must be shared with the Board of Education.

Parents or guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student.

Survey results must be shared with all parties who request such information.

Parents, guardians, or students eighteen (18) or older, have the right to opt the student out of participation in the collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This opt-out notification must be provided by the parent or guardian in writing.

Parents or guardians shall be notified of this policy at the beginning of each school year and when enrolling students for the first time in district schools.

CREF 1470

Approved 8/27/04

Instruction

Instructional Resources

Instructional Resources for Teachers

CURRICULUM PROGRAM LEADERS 6422

Program leaders may be provided to assist staff in curriculum development and new program implementation according to curriculum programs in Board Policy 6210 Areas of the Curriculum.

Approved 8/27/04

Instruction

Instructional Resources

Instructional Resources for Teachers

TESTING **6423**

Appropriate standardized tests, as well as criterion-referenced tests, where applicable, shall be administered to designated grade levels to provide data for educational planning and to assess student learning. Further, the Fairfield Public Schools shall be in compliance with all federal and Connecticut laws regarding administration of Connecticut Mastery Tests and the Connecticut Academic Performance Test.

Legal Reference: Connecticut General Statutes 10-14n Statewide mastery examination

Approved 8/27/04

Instruction

Instructional Resources

INSTRUCTIONAL RESOURCES FOR STUDENTS 6430

System-wide services shall be provided in areas designated by the Board in order to supplement and enrich the basic educational program.

Approved 8/27/04

Instruction

Instructional Resources

Instructional Resources for Students

LIBRARY MEDIA CENTERS 6431

Library Media Centers shall be made available to all students.

Library Materials Selection

The Board of Education delegates authority for the selection of library media materials through the Superintendent of Schools, to the building principals, and then to the library media specialists for those materials housed in the Library Media Centers at the building level and to the Superintendent or designee and the Library / Media Coordinator K-12 for those materials selected for distribution on the system level. The word material, as used in this policy statement, includes: books, periodicals, pamphlets, pictures, films, videos, computer software, audio recordings, multimedia CD-ROMs, and all other materials, print and non-print, which are used by the students and faculties of the Fairfield Public Schools and stored within the school facilities.

Legal Reference: Connecticut General Statutes
10-18a Contents of textbooks and other general instructional materials
10-229 Change of textbooks

Approved 8/27/04

Instruction

Instructional Resources

INDIVIDUAL SERVICES AND DIAGNOSTIC COUNSELING 6440

GUIDANCE 6441

Guidance services shall be provided to help each student identify and develop his potential ability to the full extent of his capacity.

Legal Reference: Connecticut General Statutes 10-21 Vocational guidance

Approved 8/27/04

Instruction

Instructional Resources

Individual Services and Diagnostic Counseling

SPEECH, LANGUAGE, AND HEARING 6442

Speech, language, and hearing instruction shall be provided to develop and promote the understanding and use of spoken language and improve the speech and hearing skills of students having difficulty.

Approved 8/27/04

Instruction

Instructional Resources

Individual Services and Diagnostic Counseling

HEALTH **6443**

EXAMINATION OF STUDENTS **6443.1**

Parents or guardians have the right to opt their child out of any non-emergency, invasive physical examination or screening that is required and administered by the school, as a condition of attendance, which is not necessary to protect the immediate health or safety of the student or other students, and not otherwise permitted or required by the state law.

The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Approved 8/27/04

Instruction

CURRICULUM EXTENSIONS **6500**

PROGRAM ADAPTATIONS / ALTERNATIVE PROGRAMS **6510**

SPECIAL EDUCATION **6511**

Provisions in the instructional program shall be made for those students whose intellectual, social, physical, or emotional development needs are not being met in the regular program.

Legal Reference: Connecticut General Statutes
1076a Definitions (as amended by PA 00-48)
10-76b State supervision of special education programs and services
10-76c Receipt and use of money and personal property
10-76d Duties and powers of boards of education to provide special education programs and services (as amended by PA 97-114 and PA 00-48)
10-76e School construction grant for cooperative regional special education facilities
10-76f Definition of terms used in formula for state aid for special education
10-76g State aid for special education
10-76h Special education hearing and review procedure. Mediation of disputes (as amended by PA 00-48)
10-76i Advisory council for special education
10-76j Five-year plan for special education
10-76k Development of experimental education programs
State Board of Education Regulations
10-76m Auditing claims for special education assistance.
10-76a-1 et seq. Definitions (as amended by PA 00-48)
10-76b-1 through 10-76b-4 Supervision and administration
10-76d-1 through 10-76d-19 Conditions of instruction
10-76h-1 through 10-76h-2 Due process
10-76l-1 Program evaluation
10-145a-24 through 10-145a-31 Special Education (re teacher certification)
10-264l Grants for the operation of inter-district magnet school programs
34 CFR 3000 Assistance to States for Education for Handicapped Children
American with Disabilities Act, 42 USC §12101 et seq.
Individuals with Disabilities Education Act, 20 USC §1400 et seq.
Rehabilitation Act of 1973, Section 504, 29 USC §793

Approved 8/27/04

Instruction

Curriculum Extensions

Program Adaptations / Alternative Programs

GIFTED STUDENTS **6512**

Provisions shall be made to identify those students who have extraordinary intellectual competence or outstanding arts ability and creativity. Programs shall be provided to meet their needs.

Legal Reference: Connecticut General Statutes
10-76a(e) Definitions
10-76d(e) Duties and powers of boards of education to provide special education programs and services

Approved 8/27/04

Instruction

Curriculum Extensions

Program Adaptations / Alternative Programs

HOME SCHOOLING **6513**

Educational Instruction Under Parental Direction

The State Board of Education acknowledges the right of parents or guardians to instruct their children at home as an alternative to public school attendance. The State Board advises local and regional Boards of Education to acknowledge home instruction when the parent or guardian of a child between the ages of seven (7) and sixteen (16) is able to show that the child is receiving equivalent instruction to that provided in the public schools.

Section 10-220 of the Connecticut General Statutes requires the Fairfield Public Schools to "…cause each child five years of age and over and under eighteen years of age who is not a high school graduate and is living in the school district to attend school in accordance with the provisions of Section 10-184…"

Section 10-184 of the Connecticut General Statutes requires that parents or guardians of children five (5) years of age and over and under eighteen (18) "…shall cause such child to attend a public school regularly during the hours and terms the public school in the district in which such child resides is in session…" or "…is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools."

If the parents or guardians wish to educate their child in their home, they must show equivalency as described in Section 10-184, and the Superintendent or designee must determine whether or not such a child is receiving equivalent instruction as required by Section 10-220.

The following procedures are established for parents or legal guardians who wish to educate their children at home.

- Parents or guardians must file with the Superintendent of Schools a State Department of Education developed *Notice of Intent Instruction of a Student at Home Form*, which provides basic information about the program to be provided to their child. A *Notice of Intent Instruction of a Student at Home* will be effective for up to one (1) school year.

- Filing must occur within ten (10) days of the start of the home instruction program.

Instruction

Curriculum Extensions

Program Adaptations / Alternative Programs

HOME SCHOOLING (continued) **6513**

- The school district will receive the *Notice of Intent Instruction of a Student at Home*, check it for completeness, and keep it as part of the district's permanent records. A complete form will be one that provides basic information including name of teacher, subjects to be taught and days of instruction, and the teacher's method of assessment.

- In filing a *Notice of Intent Instruction of a Student at Home*, a parent or guardian acknowledges full responsibility for the education of their child in accordance with the requirements of state law. Receipt of a *Notice of Intent Instruction of a Student at Home* in no way constitutes approval by a school district of the content or effectiveness of a program of home instruction.

- An annual portfolio review will be held with the parent or guardian and school officials to determine if instruction in the required courses has been given.

- Continued refusal by the parent or guardian to comply with the reasonable request of the school district for completion and filing of the *Notice of Intent Instruction of a Student at Home* or to participate in an annual portfolio review may cause the child to be considered truant.

Legal Reference: Connecticut General Statutes
10-4 Duties of (state) board
10-4m Development and submission of education evaluation and remedial assistance plan. Contents of plan
10-14n Ninth grade statewide proficiency exam: conditions for reexamination. Limitations on use of test results
10-15 Towns to maintain schools
10-16 Length of school day
10-16b Prescribed courses of study
10-184 Duties of parents
10-185 Penalty
10-220 Duties of boards of education

Approved 8/27/04

Instruction

Curriculum Extensions

HOMEBOUND INSTRUCTION 6520

Students who are unable to attend school because of illness or other recognized disabilities shall be provided home instruction. In order to qualify for homebound instruction, the period of consecutive absences from school must equal or exceed ten (10) school days.

In accordance with Connecticut General Statutes and upon recommendation of the school medical advisor, or other licensed physician, the Board of Education shall provide tutoring for homebound students.

No teacher during the school year shall accept remuneration for tutoring students in his class unless the student is designated as a homebound student and the tutor is employed by the Board of Education.

Legal Reference: Connecticut General Statutes
10-76d Duties and powers of boards of education to provide special education programs and services
10-233a et seq. Exclusion

Approved 8/27/04

Instruction

Curriculum Extensions

SUMMER SCHOOL 6530

Summer school instruction may be provided in the areas of remediation, creative arts and enrichment, or advanced study. Tuition may be charged for all summer school programs. The administration shall conduct the summer school program in accordance with Connecticut General Statutes, in that the aggregate of summer school fees shall not exceed the cost of such program, except that the Board of Education may, at its discretion, waive charges for any individual student for any good and sufficient reason.

Review

The administration may conduct a summer program for students in need of a review of previously studied curriculum, or for those desiring to strengthen themselves in the basic skills.

Creative Arts

The administration may conduct a summer program for those desiring improvement in the skills in the creative arts areas, or those interested in acquiring a greater appreciation of the arts.

Advanced Studies Program

The administration may conduct a summer program for the academically talented students who are interested in acquiring more knowledge and skills in the basic subjects at an accelerated pace.

Legal Reference: Connecticut General Statutes 10-74a Summer courses

Approved 8/27/04

Instruction

Curriculum Extensions

ADMINISTRATIVE REGULATIONS ON
SECONDARY SUMMER SCHOOL **6530AR**

The following Administrative Regulations will govern the administration of the Fairfield Public Schools Secondary Summer School.

Attendance in summer school is an earned privilege not a right. Class attendance during the regular school year is a major factor in determining whether a student qualifies for summer school.

Students requiring credit for a make-up / review course must take the course in Fairfield's summer school, unless the course is not offered in Fairfield.

8/27/04

Instruction

Curriculum Extensions

WORK-STUDY PROGRAM 6535

Provisions may be made in the instructional program to provide curriculum-related work-study experiences for secondary school students in area businesses and industries.

Legal Reference: Connecticut General Statutes
10-221 Board of education to prescribe rules, policies, and procedures as amended by PA 97-290
10-265a Definitions
10-265b State grants for vocational educational equipment

Approved 8/27/04

Instruction

Curriculum Extensions

EXTENDED EDUCATION 6540

Advanced educational programs at the secondary level may be offered to those students whose achievement demonstrates that they may profit from these opportunities.

Community resources and lay involvement in these programs will be encouraged as stated in Board Policy 1230 Citizens Assistance to School Personnel.

Approved 8/27/04

Instruction

Curriculum Extensions

HOMELESS STUDENTS 6545

The Board shall make efforts to identify homeless children within the district, encourage their enrollment, and eliminate barriers to their education in compliance with all applicable federal and state laws.

Further, it is the policy of the Board of Education that no child or youth shall be discriminated against or stigmatized in this school district because of homelessness. Homeless students, as defined by federal and state statutes, residing within the district or residing in temporary shelters in the district are entitled to free school privileges.

Homeless students within the district remain the district's responsibility to provide continued educational services. Such services for the child may be:

- continued in the school ("school of origin") that the student attended when permanently housed or the school of last enrollment; or
- provided in the school that is attended by other students living in the same attendance area where the homeless child lives.

To the extent feasible, a homeless child will be kept in the school of origin, unless it is against the wishes of the parent or guardian.

Homeless children shall be provided educational services that are comparable to those provided to other students enrolled in the district, including but not limited to, Title I, transportation services, compensatory educational programs, gifted and talented, special education, ESL, health services, and food and nutrition programs.

The Superintendent of Schools or designee shall refer identified homeless children under the age of eighteen (18) who may reside within the school district, unless such children are emancipated minors, to the Connecticut Department of Children and Families.

The district administration shall attempt to remove existing barriers to school attendance by homeless emancipated minors and youth eighteen (18) years of age:

- The selected school for the homeless child shall enroll the child, even in the absence of records normally required for enrollment. The last school enrolled shall be contacted to obtain records.

Instruction

Curriculum Extensions

HOMELESS STUDENTS (continued) **6545**

- Other enrollment requirements that may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the Superintendent or designee. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

- Fees and charges, which may represent a barrier to the enrollment or transfer of a homeless child or youth, may be waived at the discretion of the Superintendent or designee.

- Transportation services must be comparable to those provided other students in the selected school. Transportation shall be provided to the student's school of origin in compliance with the federal and state regulations.

- Official school records, policies, and regulations shall be waived at the discretion of the Superintendent or designee in compliance with federal statutes.

- The district shall make a reasonable effort to locate immunization records from information available. The district's liaison shall assist the parent or guardian in obtaining the necessary immunizations and records. The district shall arrange for students to receive immunizations through health agencies and at district expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with the provisions of Board of Education Policy 5512 Immunizations.

- Other barriers to school attendance by homeless children or youth may be waived at the discretion of the Superintendent of Schools or designee.

The district's educational liaison for homeless children shall be the Director of Special Education and Special Programs.

Students residing in a temporary shelter are entitled to free school privileges from the district in which the shelter is located or from the school district where they would otherwise reside if not for the placement in the temporary shelter. The district in which the temporary shelter is located shall notify the district where the student would otherwise be attending. The district so notified may choose to either:

- continue to provide educational services, including transportation between the temporary shelter and the school in the home district; or
- pay tuition to the district in which the temporary shelter is located.

Instruction

Curriculum Extensions

HOMELESS STUDENTS (continued) **6545**

The Superintendent or designee shall ensure compliance with applicable statutes in the implementation of this policy.

Legal Reference: Connecticut General Statutes
10-253(e) School privileges for children in certain placements, nonresident children and children in temporary shelters
17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surrounding without court order.
17a-102 Report of danger or abuse
17a-103 Reports by others
17a-106 Cooperation in relation to prevention, identification, and treatment of child abuse and neglect
46b-120 Definitions
McKinney-Vento Homeless Assistance Act (PL 107-110, Section 1032

CREF 5126

Approved 8/27/04

Instruction

Curriculum Extensions

MIGRANT STUDENTS 6550

The Superintendent or designee shall develop and implement a program to address the needs of migrant children in the district.

This program will include a means to:

- Identify migrant students and assess their educational and related health and social needs.
- Provide enrollment for migrant students based on their residence.
- Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
- Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
- Provide advocacy and outreach programs to migrant children and their families and professional development for district staff.
- Provide the parent or guardian an opportunity for meaningful participation in the program.

Education Program for Parent or Guardian of Migrant Students

Parents or guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the program for their children.

Parents or guardians of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

Legal Reference: No Child Left Behind Act of 2001, §1301 et seq., 20 USC §6391 et seq., 34 CFR §200.40-200.45

CREF 5127

Approved 8/27/04

Instruction

Curriculum Extensions

PRINTED MATERIAL FOR STUDENTS TO TAKE HOME 6555

The building administrator has the responsibility to review and approve or disapprove printed and electronic material proposed for distribution to students to take home or to be e-mailed or posted on a website if the material pertains only to that single site. The Superintendent shall designate a district-level staff member to review and approve or disapprove printed and electronic material proposed for distribution to students to take home if the material is intended for more than one (1) site.

Printed and electronic or to be e-mailed or posted material distributed to students to take home or to be e-mailed or posted shall involve only activities or opportunities provided or sponsored by a non-profit/not-for-profit entity, organization, or governmental agency. The name of the non-profit/not-for-profit organization or governmental agency must be specifically defined and clearly printed on the material for distribution along with the organization's or agency's telephone number for inquiries. In addition, the words "Not for Profit" must be clearly stated on the material for distribution. All material to be taken home by students or e-mailed or posted shall extend the curriculum of the Fairfield Public Schools or broaden the cultural life of students.

The reproduction of approved material(s) is the responsibility of the sponsoring group.

Commercial material, advertisements, or material generated by an individual that is not sponsored by a non-profit / not-for-profit entity, organization, or governmental agency shall not be distributed via the students or e-mail or websites.

Legal Reference: Connecticut General Statutes 9-369b Explanatory text relating to local questions

CREF 1140

Approved 8/27/04
Revised and Approved 1/22/08

Instruction

ADULT AND CONTINUING EDUCATION 6600

The Board encourages an adult and continuing education program that is rich, stimulating, and diverse, and provides enhancement experiences for the entire community. Classes in adult and continuing education shall be provided according to Connecticut General Statutes.

Residents of the Town of Fairfield and others will be charged registration and course fees established annually by the Board except as provided below:

- No registration fee will be charged to handicapped adults as defined by the State Board of Education.

- No registration fee will be charged to enrollees in adult basic elementary, secondary, or English as a Second Language courses.

- A reduced registration fee may be charged to senior citizens sixty-two (62) years of age or older.

Legal Reference: Connecticut General Statutes
10-69 and 10-73a Adult education
10-71 and 10-71a State grants for adult education programs
10-73b Grants for adult education services of programs conforming to state plan
10-73c Basic adult education programs
PA 96-244 An Act Concerning Technical Revision to the Education Statutes
PA 97-290 An Act Enhancing Choices and Opportunities

Approved 8/27/04

BOARD OF EDUCATION BY-LAWS

APPROVED (11/23/04)

ARTICLE I - RESPONSIBILITIES AND AUTHORITY (8100)

SECTION 1: RESPONSIBILITIES OF THE BOARD (8110)

A. The Fairfield Board of Education (the "Board") is the governing body of the Public Schools (the "School District") of the Town of Fairfield (the "Town") and derives its power and exists under the Constitution and General Statutes of the State of Connecticut (collectively, "State Law").

B. The Board shall:

1. Employ an able and qualified Superintendent of Schools (the "Superintendent").

2. Adopt policies to govern the operation of the School District.

3. In collaboration with the administration, communicate the School District's educational program to the community.

4. Keep apprised of and address the School District's present and future educational needs as recommended by the administration.

5. Adopt an annual budget and advocate for its passage.

6. Take any further action as may be required by State Law.

SECTION 2: AUTHORITY OF BOARD MEMBERS (8120)

Board members do not have the authority as individuals to take action for the School District. Only the Board, sitting in a legally constituted meeting, through a formal vote, may take action.

SECTION 3: PURPOSE OF BY-LAWS (8130)

The purpose of the Board's By-Laws (the "By-Laws") is to provide for the organization of the Board and for an orderly and efficient method of performing its lawful functions; however, nothing in these By-Laws shall be interpreted to limit or modify in any way or to any degree the duties and responsibilities imposed on this Board by State Law.

ARTICLE II - ORGANIZATION AND OFFICERS (8200)

SECTION 1. ORGANIZATION (8210)

A. On the date of its Business Meeting in November each year, the Board of Education shall organize by electing a Chairman, a Vice Chairman and a Secretary and also shall review its By-Laws (the "Organization Meeting").

B. At the Organization Meeting, the Board shall select a temporary chairman and a temporary secretary to serve until the election of a Chairman, Vice Chairman and Secretary.

SECTION 2: OFFICERS (8220)

A. Officers of the Board shall be a Chairman, a Vice Chairman, and a Secretary. They shall be elected at the Organization Meeting, but not later than thirty (30) days from the date on which newly-elected members take office, and the officers shall take office immediately upon election; however, no member shall hold more than one Board office concurrently. A record of the votes shall be transmitted to the Town Clerk within forty-eight (48) hours.

B. If the office of Chairman, Vice Chairman or Secretary is vacated for any cause during the term of the holder, another member of the Board shall be elected at the next meeting of the Board to fill the vacancy

SECTION 3: DUTIES OF OFFICERS (8230)

A. CHAIRMAN

1. The Chairman shall preside over all meetings of the Board, but the Chairman's status as presiding officer shall not impair the Chairman's right or duty to vote on any matter before the Board.

2. The Chairman shall be the official spokesperson for the Board and, unless the Board shall otherwise direct, shall make or authorize all announcements concerning Board policy or action.

3. The Chairman shall appoint members of the Board to act as voting members of the following bodies:

A. The Board of Health, in accordance with §10.9 of the Charter of the Town (the "Town Charter").

B. The Parks & Recreation Commission, in accordance with §10.10 of the Town Charter.

C. Cooperative Educational Services ("CES"), in accordance with the charter and by-laws of CES.

D. Any school building committee established by the Town from time to time, subject to any approval(s) required by the Town.

4. The Chairman shall appoint members of the Board to act as liaisons to the following bodies:

A. The Connecticut Association of Boards of Education ("CABE").

B. The Representative Town Meeting (the "RTM").

C. The Fairfield Council of Parent-Teacher Associations (the "PTA Council").

5. The Chairman may appoint members of the Board to serve as liaisons to any other local, regional or state body as the Chairman deems necessary or prudent.

6. Except whenever a Board member's term is established by the Town, every appointment by the Chairman shall be for a term of one year or until the discharge of the assigned function of the local, regional or state body, whichever is earlier.

7. Liaisons appointed by the Chairman to local, regional or state bodies shall be expected to attend any meeting of those bodies whenever an educational or related matter appears on the meeting's agenda.

B. VICE CHAIRMAN

The Vice Chairman shall function as Chairman in the absence of the Chairman and shall assist the Chairman in the administration of the Chairman's various responsibilities. If the office of Chairman is vacated, the Vice Chairman shall act as Chairman until the office is filled by a majority of the membership of the entire Board.

C. SECRETARY

The Secretary shall perform all functions prescribed for that office by State Law and such other duties as the Board shall from time to time prescribe. The Secretary shall be responsible for the minutes of Board meetings and shall certify by his or her signature the minutes of each meeting in the official record. Minutes shall be open to public inspection under such regulations for the safeguarding of its records as the Board shall from time to time adopt.

In the absence at any Board meeting of the Chairman and Vice Chairman, the Secretary shall serve as Chairman.

D. CHAIRMANSHIP AT MEETINGS IN THE ABSENCE OF ALL OFFICERS

In the absence at any Board meeting of all officers, the member with the most seniority on the Board shall serve as Chairman.

SECTION 4: COMMITTEES (8240)

A. ADVISORY COMMITTEES**.** Advisory committees may be established by the Board from time to time for specific purposes as the Board shall prescribe ("Advisory Committee(s)"). The functions of an Advisory Committee shall be fact finding, deliberative and advisory. Whenever an Advisory Committee is established, the Board shall provide guidelines for membership and a charge for the Advisory Committee's action. Each Advisory Committee shall be given a deadline for the Board to receive a written report, which shall be reviewed with the Advisory Committee at a public meeting of the Board. Final action on an Advisory Committee's recommendations rests with the Board.

B. AD HOC COMMITTEES**.** Ad hoc committees, consisting of three (3) Board members appointed by the Chairman, may be established by majority vote of the Board from time to time for special assignments ("Ad Hoc Committee(s)"). The Board shall provide a charge for an Ad Hoc Committee, which shall include the preparation of a written report and recommendations for the Board's consideration within a specified period of time. Upon the Ad Hoc Committee's presentation of a report and recommendations to the Board for consideration, the Ad Hoc Committee shall be deemed dissolved and only the Board make take further action.

The Chairman and the Superintendent, or his or her delegate, shall be ex officio members of any Ad Hoc Committee, and the Chairman may appoint non-voting members from the community for assistance in gathering information, preparing reports and making recommendations. The Ad Hoc Committee shall follow the provisions of the Freedom of Information Act as required by State Law.

C. AUTHORITY OF COMMITTEES**.** Advisory and Ad Hoc Committees may be discharged at any time by vote of the Board. Unless specially authorized by the Board, Advisory and Ad Hoc Committees shall have the power only to make recommendations to the Board for further action. Neither Advisory nor Ad Hoc Committees, nor members thereof, shall be authorized to legally bind the board or expend funds of the School District.

SECTION 5: REMOVAL OF OFFICERS (8250)

The Chairman, Vice Chairman or Secretary may be removed from office for cause, after reasonable notice and hearing, by a majority vote of those present at any Business Meeting, or at any Special Meeting called for the purpose, and may be removed without cause at any time by a vote of two-thirds (2/3) of the total membership of the Board.

ARTICLE III - MEMBERS (8300)

SECTION 1: QUALIFICATIONS (8310)

Board members must be qualified to serve in accordance with Section 2.1 of the Town Charter.

No member shall be employed for compensation in any position in the School District. If a Board member becomes employed by the School District, his or her position on the Board shall become vacant.

SECTION 2: CODE OF ETHICS (8320)

Board members shall adhere to the most recent edition of CABE's Connecticut Code of Ethics for Boards of Education (the "Code of Ethics") set forth as Article VII of these By-Laws.

SECTION 3: MEMBERSHIP ON SCHOOL BOARD ASSOCIATIONS (8330)

The Board may hold membership in CABE and the National School Boards Association and such other organizations or associations which will enhance the Board's ability to govern the School District.

SECTION 4: NEW MEMBER ORIENTATION (8340)

Experienced Board members and the administrative staff shall assist each new member to understand the Board's functions, policies, procedures, and the operation of the School District, as follows:

A. New members shall be given selected materials on the responsibilities and authorities of the Board and the Superintendent, including a copy of the Board's policies and By-Laws and Code of Ethics, the Superintendent's administrative regulations, and pertinent materials developed by CABE.

B. New members shall be invited to meet with the Superintendent and other administrative personnel to discuss their duties and responsibilities, and continuing Board members shall be notified of and invited to such meetings.

C. New members are encouraged to attend workshops approved by the Board.

SECTION 5: INDEMNIFICATION AND INSURANCE (8350)

The Board shall protect and hold harmless Board members against financial loss and expense, including attorneys' fees and costs, to the extent provided by State Law, and the Board shall maintain adequate insurance to protect Board members against such loss and expense.

SECTION 6: CONFLICTS OF INTEREST (8360)

Board members shall comply with the following rules pertaining to conflict of interest:

A. No member of the Board shall have any direct monetary interest in contracts with the School District, nor shall a member furnish any labor, equipment or supplies directly to the School District. The School District, however, may contract with corporations or businesses in which a Board member is an employee, in which case the member must declare his or her association with the firm and refrain from debating or voting on any related items.

B. The following rules shall govern conflict of interest in the employment of staff and members of the Board:

A spouse, minor child, dependent of a Board member or persons otherwise related to a Board member, may be employed by the School District but only if (1) the Board member fully discloses the relationship at a public meeting of the Board, and (2) the entire Board subsequently votes to approve the employment (excluding the vote of the related Board member).

Furthermore, Board members shall comply with State Law regarding conflict of interest and attempt to avoid any situations which might have even the appearance of a conflict of interest.

SECTION 7: RESIGNATION, TERMINATION AND VACANCIES (8370)

A. RESIGNATION. Any Board member may resign in accordance with 2.4 of the Town Charter. Prior to resigning, the Board member shall provide advance notice to the Board in order to assist the Chairman in the orderly and efficient administration of the Board.

B. TERMINATION. Whenever a Board member no longer is qualified as an elector of the Town, his or her membership on the Board shall terminate in accordance with Section 2.1 of the Town Charter.

C. VACANCIES. Any vacancy of the membership of the Board shall be filled in accordance with Section 2.5 of the Town Charter.

ARTICLE IV - METHODS OF OPERATION (8400)

SECTION 1: FORMULATION OF POLICIES (8410)

A. The Board recognizes three basic types of written guidance that govern the operation of the School District:

1. The Board formally adopts Policies for implementation by the Superintendent and the Superintendent's staff. The formulation and adoption of written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the School District.

2. The Board delegates to the Superintendent the function of developing Administrative Regulations to implement the Board's policies (recognizing that not every policy requires a regulation).

3. The Board adopts By-Laws to govern its internal operations.

B. The Board policies shall be reviewed periodically and revised as needed. Any changes to Board policy shall initially be presented as a draft at a Business Meeting or a Special Meeting. The policy will then be carried over for adoption at the next regularly scheduled Business Meeting or at the next Special Meeting.

C. The formal adoption of policy shall be recorded in the minutes of the Board, and only those written statements so adopted and so recorded shall be regarded as official Board policy.

SECTION 2: REVIEW OF ADMINISTRATIVE REGULATIONS (8420)

The Board shall delegate to the Superintendent the function of developing administrative regulations to implement Board policy. The Board reserves the right to review administrative regulations at its discretion to insure that they are consistent with policies adopted by the Board.

Administrative regulations need not be reviewed by the Board in advance of implementation except as required by State Law or in cases where strong community attitudes, or possible student or staff reaction, make it necessary or advisable for the regulation to have the Board's advance approval.

SECTION 3: REIMBURSEMENT OF EXPENSES (8430)

Board members shall be reimbursed for expenses incurred in the discharge of their duties under the same regulations that pertain to the School District's staff.

SECTION 4: BOARD EVALUATION (8440)

The Board of Education shall annually undertake a self-evaluation of its policies, practices, and internal operating procedures in order to provide the best possible services to the community and the School District.

ARTICLE V – MEETINGS (8500)

SECTION 1: REGULAR MEETINGS (8510)

Meetings of the Board shall normally be scheduled on the second Tuesday (the "Education Meeting") and the fourth Tuesday (the "Business Meeting") of each month, at a time and place designated by the Board. While the primary purpose of Education Meetings is not to transact business, action may be taken at such meetings provided proper notice thereof has been given in accordance with Section 3 of this Article V.

SECTION 2: SPECIAL MEETINGS (8520)

Special Meetings of the Board may be held at any time and shall be called in the manner prescribed by law. Reasonable notice of any Special Meeting and of the purpose thereof, shall be given to members of the Board.

SECTION 3: NOTICE OF MEETINGS (8530)

A. NOTICE TO BOARD MEMBERS. Notice of each meeting of the Board and agenda prepared by the Superintendent, listing all proposed action at such meeting, shall be delivered to each member of the Board at least five (5) days prior to such meeting.

B. NOTICE TO PUBLIC. In compliance with State Law, the notice of the meeting date, and the agenda for such meeting, shall be made available to the public. In addition, this information must be on file not less than twenty-four (24) hours before the meeting to which they refer in the Office of the Superintendent.

C. AGENDA. The agenda is designed for the guidance and information of the Board and to inform the public of items of business to come before the Board. Additional items, not included in the filed agenda, may be considered and acted upon at such meetings upon the affirmative vote of two-thirds (2/3) of the members of the Board present and voting.

D. CONSENT AGENDA. In the interest of dedicating the Board's agenda and deliberations to issues of utmost importance to the School District, the Chairman shall place routine meeting items that do not require substantive Board discussion on to a consent agenda (the "Consent Agenda").

1. In advance of every meeting, the Chairman shall provide information about each item placed on the Consent Agenda sufficient for Board members to understand what is being proposed and to consider whether every item is routine and not worthy of Board discussion.

2. At any meeting, any Board member may remove an item from the Consent Agenda for the Board's full discussion and further action.

SECTION 4: ORDER OF BUSINESS (8540)

A. The agenda at each Business Meeting shall be:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of Minutes
4. Consent Agenda
5. Old Business
6. New Business
7. Public Comments and Petitions
8. Reports of the Superintendent
9. Review of Financial Statements
10. Adjournment

B. The agenda at each Education Meeting shall be:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Moment of Pride (optional)
4. Public Comment and Petitions
5. Extraordinary Business (if any)
6. Presentation(s)
7. Reports of Board Members
8. Open Board Discussion
9. Adjournment

C. To encourage public interest, the agenda for every meeting shall be posted on the School District's website and released in advance to the following:

1. Local Newspapers
2. RTM Education and Recreation Committee
3. PTA Representatives
4. FEA Liaison Committee
5. Principals, Headmasters and Central Office Administrators
6. Board of Finance
7. Board of Selectmen
8. Any Appropriate Task Force or Committee~~s~~
9. Public Libraries (including all supporting materials)
10. Any citizen who so requests and is willing to assume any additional cost

SECTION 5: EXECUTIVE SESSION (8550)

Meetings of the Board shall be open to the public; provided, however, that the Board may, by a majority vote of those present at any meeting: (1) hold adjudicative hearings in Executive Session when required by State Law and (2) deliberate and discuss, but not

vote, in Executive Session on any matter exempt by State Law from public disclosure, including, but not limited to, personnel matters, collective bargaining strategy, pending claims and litigation.

SECTION 6: PUBLIC COMMENT (8560)

A. PUBLIC COMMENT PRIOR TO BOARD ACTION ON AGENDA ITEMS. As a means of encouraging public participation during Board meetings, the Chairman shall solicit comments from the public with regard to agenda items, as proposed or amended, that the Board has discussed and will be acting upon by vote. The Chairman may limit public comment in any manner appropriate to the orderly and efficient conduct of board meetings.

B. ADDITIONAL PUBLIC COMMENT AND PETITIONS. The agenda of Board meetings shall also include an item for public comments and petitions regarding any topic or issue germane to the operation of the School District. The Chairman may limit public comment and petitions in any manner appropriate to the orderly and efficient conduct of board meetings.

SECTION 7: PROCEDURES DURING MEETINGS (8570)

Except in emergencies, the Board shall not attempt to decide upon any question submitted for consideration by any person or persons until the Board has examined and evaluated all information. The Superintendent shall be given an opportunity to examine and evaluate all such information and to recommend action before the Board attempts to make a decision.

SECTION 8: QUORUM (8580)

Five (5) members of the Board shall constitute a quorum for any Business, Education or Special Meeting.

SECTION 9: PARLIAMENTARY PROCEDURE (8590)

Unless otherwise provided in the By-Laws, the Board shall conduct all of its business in accordance with Robert's Rules of Order Newly Revised 10th Edition (Perseus Publishing, Cambridge, Massachusetts).

ARTICLE VI – AMENDMENTS (8600)

The By-Laws may be amended by the affirmative vote of a majority of the entire membership of the Board, at any Business or Special Meeting of the Board, provided that a copy of the proposed amendment shall have been included in the call for such meeting, except that it shall not be necessary to include proposed amendments in the call for an Organization Meeting when the By-Laws are reviewed.

ARTICLE VII –CODE OF ETHICS (8700)

The Code of Ethics is based upon "Standards of Leadership for Members of Boards of Education" recommended by the CABE Board of Directors.

1. I will be a staunch advocate of high quality free public education for all Connecticut children. In fulfilling my responsibilities, I will think of "children first."

2. I will, as an agent of the state, uphold and enforce all laws, rules, regulations and court orders pertaining to public schools.

3. I will strive to bring any needed change only through legal and ethical procedures. I will strive to help create public schools which meet the individual educational needs of all children regardless of their ability, race, creed, sex or social standing.

4. I will work unremittingly to help my community understand the importance of proper support for public education, whether it be in providing adequate finance, optimum facilities, staffing and resources, or better educational programs for children.

5. I will join with my Board, staff, community and students in becoming fully informed about the nature, value and direction of contemporary education in our society. I will support needed change in our schools.

6. I will strive to ensure that the community is fully and accurately informed about our schools, and will try to interpret community aspirations to the school staff.

7. I will recognize that my responsibility is not to "run the schools" through administration, but together with my fellow Board members, to see that they are well-run through effective policies.

8. I will attempt to confine my Board action to policy-making, planning and appraisal, and will help to frame policies and plans only after my Board has consulted those who will be affected by its actions.

9. I will arrive at conclusions only after discussing all aspects of the issue at hand with my fellow Board members in meeting. I will respect the opinions of others, and abide by the principal of majority-rule.

10. I will recognize that authority rests only with the whole Board assembled in meeting, and will make no personal promises nor take any private action which may compromise the Board.

11. I will acknowledge that the Board represents the entire school community, and will refuse to surrender my independent judgment to special interest or partisan political groups. I will never use my position on the Board for the gain of myself or my friends.

12. I will hold confidential all matters pertaining to schools which, if disclosed, might needlessly injure individuals or the schools.

13. I will insist that all school business transactions be open and ethical.

14. I will strive to appoint the best professional leader available when a vacancy exists in the chief administrative position.

15. I will strive to appoint the best trained technical and professional personnel available, upon recommendation by the appropriate administrative officer.

16. I will support and protect school personnel in the proper performance of their duties. I will strive to ensure that all personnel have not only the requisite responsibilities, but the necessary authority to perform effectively.

17. I will refer all complaints through the proper "chain of command" within the system, and will act on such complaints at public meetings only when administrative solutions fail.